# STATEMENT OF WORK

## TITLE, SERIES, GRADE

SPEECHWRITER, AD-0301-00

## ORGANIZATION

US Environmental Protection Agency
Office of the Administrator
Office of Public Affairs
Immediate Office
Washington, DC

## TITLE AND GRADE OF SUPERVISOR

Associate Administrator for OPA, ES

## STATEMENT OF RESPONSIBILITIES

Incumbent serves as Speechwriter for the Deputy Administrator. In this capacity, the incumbent works with appropriate senior officials to plan, develop speeches, and implement communication strategies to address issues affecting the Agency and matters of special interest to the Deputy Administrator. When developing written materials such as speech and article for public statements, utilizes appropriate content, style, grammar, and layout to. ensure consistency and high quality products. Prepares talking points and speeches for the Deputy Administrator on a wide variety of topics for diverse audiences.

Maintains an awareness of current press announcements and the Deputy Administrator's public messages and speeches. Demonstrates knowledge of and incorporates the Agency media programs, understanding the Agency's glossary of environmental terms, and the Agency's Strategic Plan when creating written materials and briefings for a diverse audience with multiple objectives.

Develops subject matter products and documentations. Solicits and incorporates comments of public involvement information materials, as well as the philosophy, goals, and objectives of the Agency managers. Finalizes products, publicizes as appropriate, and works with others to implement follow up plans as necessary.