



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
COUNCIL OF THE DISTRICT OF COLUMBIA**

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC-19-19</b>	POSITION TITLE: <b>Communications Director</b>
OPENING DATE <b>12-12-19</b>	CLOSING DATE: <b>Open until filled</b>
FIRST SCREENING DATE:	TOUR OF DUTY: <b>9:00 a.m. – 5:30 p.m.</b>
NO. OF VACANCIES: <b>One</b>	OFFICE: <b>Office of Councilmember Elissa Silverman Committee on Labor and Workforce Development</b>
TYPE OF APPOINTMENT: <b>Full-Time Excepted Service</b>	DURATION OF APPOINTMENT: <b>At-Will</b>
AREA OF CONSIDERATION: <b>Open to the Public</b>	LOCATION: <b>John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004</b>

This position is **NOT** in a collective bargaining unit.

The Office of D.C. Councilmember Elissa Silverman (I-At-Large) is searching for a new Communications Director to develop and implement an innovative strategy to share information with local and national press, D.C. residents and businesses, and the public at large. The ideal candidate is one who knows how to optimize conventional communications platforms while not being afraid to experiment and push the envelope to find even better ways to exchange information. The person in this position will be in charge of crafting the message for the councilmember on issues big and small and disseminating this in easy-to-understand language. This is not an entry-level position.

**Specific Duties**

- Develop and implement communications strategy, including optimal use of email systems, CRM, the councilmember’s website, and social media platforms such as Twitter, Facebook, and Instagram;
- Manage the development and distribution of materials for the councilmember including, but not limited to, press releases, formal statements, one-page legislative summaries, talking points, and monthly newsletters;
- Create and maintain relationships with local outlets and reporters across print, broadcast and social media, working as an aggressive and quick-thinking originator of stories to pitch;
- Serve as a leader in time-sensitive situations by advising the councilmember and colleagues on how to address issues of the day and executing a messaging strategy; and
- Serve as on-record spokesperson for the councilmember as needed.

**Qualifications**

- Strong, determined team-player with ready sense of humor, thick skin, and a demonstrated willingness to work hard and take risks;
- Demonstrated experience in communications, journalism, or public affairs;
- Ability to communicate effectively with diverse audiences and write quickly in a compelling manner about multiple topics;
- Energetic ability to multi-task and manage projects in a fast-paced and changeable environment;
- Willingness to incorporate multiple teams and stakeholders in communications efforts when needed, as well as learn new media approaches;
- Ability and willingness to travel within the Washington metro area and work occasional non-traditional hours; and
- Unwavering commitment to serving District of Columbia residents honestly and ethically.

Individuals from traditionally underrepresented communities are encouraged to apply.

## **OFFICE BACKGROUND**

Councilmember Elissa Silverman is an independent, at-large member of the Council of the District of Columbia. The councilmember chairs the Council's Committee on Labor and Workforce Development, which primarily focuses on labor and employment policy. The committee exercises oversight over executive agencies, boards, commissions and offices; conducts annual performance and budget hearings of agencies in the committee's jurisdiction; and directly responds to constituent requests, among other duties. The councilmember is also a member of the Housing, Government Operations, and Facilities and Procurement Committees.

The Communications Director will oversee all communications work for both the personal office and the committee office. The ideal candidate does not necessarily need familiarity with labor or workforce issues.

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### **SALARY AND BENEFITS:**

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

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**DOMICILE REQUIREMENT:** An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

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**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

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**EEO Statement:** The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or

expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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**HOW TO APPLY:**

**Interested applicants are asked to email a cover letter and resume to Sam Rosen-Amy at [srosenamy@dccouncil.us](mailto:srosenamy@dccouncil.us)**