



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

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: <b>CDC – 23 – 108</b>	POSITION TITLE: <b>Communications Director</b>
OPENING DATE: <b>12/06/2022</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>\$65,000 - \$80,000</b>	TOUR OF DUTY: <b>Monday-Friday: 9am-5:30pm; some evening and weekend hours will be required</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Councilmember Kenyan McDuffie</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.

**POSITION OVERVIEW:**

The Office of Councilmember Kenyan McDuffie is seeking a Communications Director to manage a proactive, robust operation. The Communications Director will pitch stories to traditional media, maintain and develop relationships with press, compose press releases, write talking points and memos for the Councilmember’s public events, organize and implement social media strategy, maintain content on the website, and draft and compile content for regular newsletters. The Communications Director will creatively and effectively communicate the Councilmember’s messages through traditional, as well as digital media.

The Communications Director must be prepared to work in a collaborative and fast paced environment. The Communications Director will work closely with legislative and constituent services staff to develop content and to assist with community engagement events. Creating and maintaining a communications plan and strategy is an integral part of this position.

The ideal candidate is a proactive communicator who can work under tight deadlines and on both short and long-term projects simultaneously. Candidate must be an excellent writer as the position requires a high level

of writing and content generation while also making messaging accessible. Occasional early morning, evening, and weekend availability is required.

### **QUALIFICATIONS**

Candidates must have previous communications experience including experience with the press, speech writing, and social media. Familiarity with maintaining a website, photography/videography, and Canva or other graphics design is preferred. A bachelor's degree or higher education level is preferred.

### **HOW TO APPLY:**

Please send resume, cover letter, and writing sample to Laisha Dougherty at [Ldougherty@dccouncil.gov](mailto:Ldougherty@dccouncil.gov) with Communications Director in the subject line. Please include any multimedia samples, including graphic flyers or video clips. Cover letter must include communications experience with the press, the unique perspective the candidate would bring to the office, and why the candidate wants to work in public service.

**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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### **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.

### **COVID-19 VACCINATION POLICY**

The highest priority for the Council of the District of Columbia ("Council") is providing a safe and healthy workplace for our employees. To ensure a continued focus on our employees' well-being, as well as the health and safety of our volunteers, contractors and visitors we have devised this mandatory COVID-19 vaccination policy. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and that requires full cooperation among all parties. In light of medical and scientific data that confirms the safety and effectiveness of the COVID-19 vaccines, and to safeguard Council employees, volunteers, contractors, and visitors, the COVID-19 vaccine is mandatory for all employees, volunteers and contractors providing on-site services, except those with an approved religious or medical use exemption. All new hires must present proof they have been fully vaccinated against COVID-19 no later than one week prior to their start date or submit a Request for Vaccine Exemption Accommodation Form.

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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.

**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 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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