



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 23 – 108	POSITION TITLE: Communications and Community Specialist
OPENING DATE: 08/01/2023	CLOSING DATE: Open until filled
SALARY RANGE: \$65,000 - \$80,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm; some evening and weekend hours will be required
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Kenyan McDuffie
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

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

POSITION OVERVIEW:

The Office of Councilmember Kenyan McDuffie is seeking a Communications and Community Specialist to be responsible for the creation of content such as press releases, blogs, newsletters, and social media posts on behalf of the Councilmember. You will also be responsible for following media coverage, attending community meetings, and staffing events with and/or on behalf of the Councilmember. The Communications and Community Specialist will creatively and effectively communicate the Councilmember’s messages through traditional, as well as digital media.

The Communications and Community Specialist must be prepared to work in a collaborative and fast paced environment. The Communications and Community Specialist will work closely with legislative and constituent services staff to develop content, assist with community engagement events, and solve constituent service issues.

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.

Communications and Community Specialist/Assistant Responsibilities:

- Drafting and editing communications copy and material.
- Drafting and posting social media and web content according to the office social media strategy.
- Drafting office newsletter.
- Helping to implement internal and external communications strategies and projects.
- Providing administrative support to internal teams.
- Providing support with organizing and implementing community events.
- Assisting senior staff with the Councilmember’s external communications and engagement strategy.
- Tracking projects and media exposure.
- Growing and maintaining media contact lists and constituent email distribution list.

Communications and Community Specialist/Assistant Requirements:

- Bachelor's degree in communications, marketing, political science, or related field. Experience in lieu of a degree will be considered.
- Outstanding verbal and written communication skills.
- An understanding of social media strategies and media relations.
- Experience with event support.
- Experience with graphic design and social media content creation.
- A minimum 2 years of experience in communications, campaigns, or outreach.
- Proficiency in office management software and design software.
- Strong attention to detail.
- Excellent organizational skills.
- The ability to multitask.
- Great interpersonal skills.

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 Derron Parks at DParks@dccouncil.gov with Communications and Community Specialist in the subject line. Please include any multimedia samples, including graphic designs or video clips

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.)

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.

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 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.
