



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

## POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: <b>CDC-112123</b>	POSITION TITLE: <b>Communications Director</b>
OPENING DATE: <b>11/20/2023</b>	CLOSING DATE: <b>Open until filled</b>
SALARY RANGE: <b>\$70,000 - \$90,000</b>	TOUR OF DUTY: <b>Monday-Friday: 9am-5:30pm</b>
NO. OF VACANCIES: <b>One (1)</b>	OFFICE: <b>Councilmember Matthew Frumin</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 Ward 3 Councilmember Matt Frumin seeks to hire a Communications Director to develop and execute a coordinated plan to inform constituents and the media on legislative and policy issues of priority to the Councilmember. The Communications Director will clearly, creatively, and effectively communicate the Councilmember's messages through traditional, as well as digital media. The ideal candidate is a proactive communicator who can work under tight deadlines and on both short and long-term projects simultaneously. The candidate must possess superior writing skills, requiring minimal editing, and the ability to convey complex legislative issues in clear, accessible language.

### DUTIES AND RESPONSIBILITIES

- Develops and implements a media and communications strategy, establishing clear metrics for assessing its reach and effectiveness.
- Pitches stories to traditional media and cultivates relationships with press. Responds to media inquiries, arranges interviews, and prepares and briefs the Councilmember for interviews.
- Drafts press releases, media advisories, op-eds, social media messaging, and talking points and memos for the Councilmember's public events.
- Maintains and updates office website and social media platforms, as well as drafts and compiles content for a regular digital newsletter.

- Works closely with legislative and constituent services staff to develop content and organize community engagement events. All staff engage with constituents and represent the office at meetings and events across the District.
- Monitors and internally shares media coverage of the Councilmember, the Council, and DC government.
- Drafts official Councilmember correspondence and serves as point person for office document retention in accordance with records retention best practices.

#### **SKILLS AND QUALIFICATIONS:**

- Bachelor's degree in communications, media relations, journalism, public policy, political science, or related field.
- Demonstrated interest and experience in public service and local government, as well as prior communications experience.
- Ability to navigate with diplomacy challenging situations with press and staff.
- Excellent written and verbal communication skills.
- Expertise in advising others on a communication strategy and influencing the actions of others.
- Time management skills and ability to work under pressure, while balancing multiple responsibilities.
- Familiarity with Canva, WordPress, Constant Contact, and Hootsuite, or similar tools, as well as photography is preferred.
- Must be a resident of the District of Columbia at the time of appointment or obtain residency within 180 days of appointment.

#### **PERFORMANCE ENVIRONMENT**

This is a full-time, in-person position located in the Councilmember's office in the Wilson Building in downtown Washington, DC, with occasional work from home opportunities. Incumbents will work in a high paced, collaborative team environment. Occasional evening and weekend availability is required. Regular recess periods and the cyclical nature of the Council's legislative calendar, as well as the office leave policy, provide opportunities to balance out periods of necessarily high-intensity work. Performance expectations will be developed with the Chief of Staff.

#### **HOW TO APPLY**

Qualified candidates should submit a cover letter, resume, writing sample, and three professional references to Chief of Staff Leigh Catherine Miles [lcmls@dccouncil.gov](mailto:lcmls@dccouncil.gov). Please include "Communications Director" in the subject line. Applications received before December 4, 2023, will be given priority.

**No phone calls**, please. Applicants will only be notified if granted an interview.

#### **DOMICILE REQUIREMENT**

An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of their 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.

## **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% employer match and a 5% 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.

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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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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION**