



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-122223	POSITION TITLE: Communications Director
OPENING DATE: December 20, 2023	CLOSING DATE: Open until filled
SALARY RANGE: \$75,000 – \$85,000	TOUR OF DUTY: Monday-Friday: 9am-5:00pm
NO. OF VACANCIES: One (1)	OFFICE: Office of CM Janeese Lewis-George
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 Ward 4 Councilmember Janeese Lewis George seeks to hire an **Experienced Communications Director** to develop and execute a thoughtful and vigorous strategy for informing the community and media about the Council’s actions, ways they can engage their government, and activities in the Ward. The Communications Director will communicate the Councilmember’s messages using both traditional and digital platforms including a website, create and circulate a weekly electronic newsletter, generate weekly community talking points for staff to use at community events, and construct a social media strategy for the Councilmember’s participation in legislative meetings, hearings, and public events. They will monitor media coverage and community platforms regarding the Councilmember, the Council, and the District government and prepare responses to those platforms as needed.

Successful incumbents of this position will have an established relationship with members of the local media or be able to establish such relationships quickly. The Communications Director will develop a clear and impactful communications strategy that builds on existing work, increases the Councilmember’s interactions with constituents, and establishes clear metrics for assessing the strategy’s impact and success.

The incumbent will respond to media requests, arrange interviews, prepare the Councilmember for interviews and media events, and suggest stories to the media. In addition, the incumbent will be responsible for drafting news releases, social media messaging, and talking points/speeches for the Councilmember. The Communications Director will maintain and update the Councilmember’s website and social media accounts. They will be

responsible for generating a weekly newsletter that highlights the Councilmember's legislative work, work in the community, and other information.

Desired Skills and Qualifications:

- Bachelor's degree in communications, journalism, public policy, political science, or a related field
- Excellent written and verbal communication skills
- Experience in advising elected officials on communication strategies, staffing public officials at events, and responding to emergency situations with thoughtful remarks for the Councilmember
- The ability to work under pressure and in a fast-paced environment, produce well-written and detailed documents with tight deadlines, and manage multiple responsibilities simultaneously
- Expertise using a variety of social media platforms and media tools such as Canva and ActionNetwork
- Priority will be given to candidates with experience or a demonstrated interest in District government
- The selected candidate will be required to work in the Councilmember's office in the Wilson Building, with occasional work from home opportunities. Evening and weekend work is required on occasion.
- The selected candidate must be a resident of the District of Columbia or establish residency within 180 days of appointment.

HOW TO APPLY:

Qualified candidates should submit a cover letter and writing sample to Kelly Hunt, Chief of Staff at khunt@dccouncil.gov. Please include "Communications Director" in the subject line.

This position is available immediately. No phone calls please. Due to the high number of applications anticipated, applicants will only be notified if selected for an interview.

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 and subsidized public transportation.

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.
