



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 24 – 010424	POSITION TITLE: Communications Specialist
OPENING DATE: 01-04-24	CLOSING DATE: Open until filled
SALARY RANGE: \$60,000 - \$65,000	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Ward 1 Councilmember Brianne K. Nadeau
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:

Ward 1 Councilmember Brianne K. Nadeau is seeking a Communications Specialist for her office in the Council of the District of Columbia. Reporting to and under the direction of the Director of Communications, the Specialist will manage social media and digital communications, including newsletters, website, and some video production. The position will coordinate with legislative, committee, and constituent services team members to develop content and use digital and other media to inform the public of the Councilmember’s policy positions and priorities.

Incumbents will be required to work in a fast paced, team environment that can at times be stressful or involve minimal supervision. The need to respond to emergent issues may require availability beyond regular working hours. Work is performed in an office setting with generous opportunities to work remotely.

QUALIFICATIONS:

The successful incumbent will have education or work experience in communications, journalism, public affairs, or related fields. Education or experience must show both breadth and depth and demonstrate the following organizational skills and competencies or the ability to quickly learn them:

- Excellent and versatile writer with an ability to write for multiple formats (e.g., social media content, press releases, remarks, etc.)
- Social and digital media savvy; an ability to write and post content quickly with attention to detail and ability to manage multiple social media platforms
- Proficiency with basic graphics software, such as Canva, and experience designing simple graphics in a consistent style
- Experience using a website content management system, such as WordPress, and familiarity with basic HTML
- Experience with e-newsletter platforms
- Experience with basic video editing software
- Strong interpersonal and written communication skills
- A strong work ethic and the ability to thrive in a fast-paced, varied environment
- Critical thinking and problem-solving skills
- Strong organizational skills and the ability to work independently
- Familiarity and a strong interest in District matters
- One to three years of relevant experience or demonstration of equivalent skill and competency levels

HOW TO APPLY:

Please send a resume, cover letter, three writing samples and three professional references to Niccole Rivero, Chief of Staff, at nrivero@dccouncil.gov. Please include "COMMUNICATIONS SPECIALIST" in the subject line.

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.
