



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC – 07112024	POSITION TITLE: Communications Director
OPENING DATE: 07/11/2024	CLOSING DATE: Open until filled
SALARY RANGE: \$85,000.00 - \$90,00.00 Dependent on experience	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Brooke Pinto
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 Brooke Pinto seeks a Communications Director to manage a proactive, robust operation. Councilmember Pinto serves as the Ward 2 Councilmember as well as the Chairwoman of the Committee on the Judiciary and Public Safety; communicating about public safety and civil and criminal legal policy is a central part of the Communications Director position.

QUALIFICATIONS:

- The Communications Director will pitch stories to traditional media, maintain and develop relationships with press, and compose press releases.
- Organize and implement social media strategy, maintain content on the website, draft and compile content for regular newsletters, create graphic and video content, and prepare talking points for community events and legislative meetings.
- Creatively, accurately, and effectively communicate the Councilmember’s messages through traditional and digital media.
- Prepared to work in a collaborative and fast paced environment. Occasional early morning, late evening, and weekend availability is required.
- Will work closely with committee, 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.
- Must be an excellent writer, as the position requires a high level of writing and content generation while also making messaging accessible.

This is not an entry level position.

HOW TO APPLY:

Please email a resume, cover letter, and at least (2) writing samples to bromanowski@dccouncil.gov with "Communications Director" in the subject line. You may also include any creative graphic/video content.

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.
