



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-26-0410	POSITION TITLE: Digital Communications Manager
OPENING DATE: April 10, 2026	CLOSING DATE: Open until filled
SALARY RANGE: \$85,000 – 110,000 Depending upon experience	TOUR OF DUTY: Monday-Friday: 9am-5:30pm, some evenings and weekends
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Charles Allen
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 Washington, DC 20004

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

POSITION OVERVIEW:

Ward 6 Councilmember and Chair of the D.C. Council’s Committee on Transportation and the Environment Charles Allen seeks a Digital Communications Manager to join his team. The position offers the opportunity to exercise creativity in leading strategic, rapid response and planned content across the office’s active social media platforms, including writing, editing, graphic design, photography, and videography. Among other responsibilities, the Digital Communications Manager will serve as daily content creator for the office’s social media accounts, work as the principal photographer and videographer for the Councilmember in the Wilson Building and the community, develop the office’s far-reaching biweekly newsletters, and maintain and curate the office’s website.

A successful applicant will demonstrate an ability to digest complex policies and transform them into lay-friendly information for a variety of audiences, have an advanced graphic design and videography background, and be passionate about public service and politics. The position reports to the Deputy Chief of Staff.

DUTIES AND RESPONSIBILITIES

- Work closely with the Deputy Chief of Staff to support and strengthen all aspects of the office’s strategic communications, maintaining chief responsibility for the content and growth of the office’s social media platforms.

- Serve as principal office photographer and videographer, producing professional and engaging content in-house and on deadline.
- Design graphics for social media, event promotion, and more.
- Draft bimonthly community newsletter to 20,000 subscribers and grow readership.
- Work with the Councilmember and senior staff on media requests, media pitches, and interview coordination and preparation.
- Manage the office’s website.
- Assist with planning and outreach for virtual and in-person office events, including the winter Ward 6 “Brickie” community awards, summer Ward 6 Week, town halls, community office hours, and community walk-throughs.

SKILLS AND QUALIFICATIONS:

- Commitment to public service and engaging residents with government through accessible communications.
- Passion for and interest in fostering a strong, consistent, and polished presence on social media platforms.
- Exceptional written and verbal communication skills.
- Attention to detail, ability to work independently and proactively, and an understanding of the importance of timing in communications and politics.
- Critical thinking.
- Strong work ethic.
- Experience communicating with diverse constituencies and developing an organizational voice.
- Ability to adapt quickly to changing political and legislative environments.
- Experience with various social media platforms and editing software for photo and video editing and graphic design.
- Talent for photo and video composition.
- Initiative to support a wide range of responsibilities within the office.
- Flexibility and willingness to travel within Ward 6 and the District, including outside of traditional business hours.
- Familiarity with Ward 6 and local District issues and history.
- At least a bachelor’s degree in communications, journalism, public relations, or a similar field.
- District residency at the time of hiring or within 180 days thereafter.

Councilmember Allen is committed to building a diverse, inclusive team and strongly encourages applications from candidates of color, women, individuals with disabilities, and individuals with lived experience of criminal justice system involvement.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- Three writing and content design samples
- Include “Digital Communications Manager” in the subject line.
- **Please submit application package materials to Kate Mitchell, Chief of Staff, at kmitchell@dccouncil.gov**

- **NO PHONE CALLS**, please. Applicants will only be notified if granted an interview.
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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.
