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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: **CDC -23 - 1126**	POSITION TITLE: **Communications Director**
OPENING DATE: **November 23, 2026**	CLOSING DATE: **Open until filled**
SALARY RANGE: **$85,000.00 - $110,00.00** Commensurate with experience	TOUR OF DUTY: **Monday-Friday: 9am-5:30pm** **Weekend and Evening availability required**
NO. OF VACANCIES: **One (1)**	OFFICE: **Councilmember Wendell Felder**
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 7 Councilmember Wendell Felder is seeking to hire a Communications Director to lead and oversee the Councilmember's comprehensive communications strategy. This position will play a critical role in shaping and promoting the Councilmember's policy priorities, legislative initiatives, public engagement efforts, and overall marketing and brand strategy. The Communications Director will be responsible for managing all communications channels, including traditional media, social media, website content, media affairs, and community outreach, ensuring that the Councilmember's message is clear, impactful, and reaches diverse audiences across the District.

The Council of the District of Columbia is an equal opportunity employer, committed to fostering diversity and inclusion in the workplace.

DUTIES AND RESPONSIBILITIES:

- **Media Relations**: Develop and maintain relationships with press and media outlets; pitch stories and draft press releases to enhance public awareness of the Councilmember's work.
- **Digital Media**: Organize and implement social media strategies, manage website content, and produce regular newsletters to engage constituents and stakeholders.
- **Content Creation**: Design and produce newsletters, graphic, and video content to support digital outreach and communications campaigns.
- **Messaging and Speechwriting**: Draft messages that align with the Councilmember's goals and resonate with the target audiences. Prepare talking points for community events, legislative meetings, and media appearances, ensuring alignment with the Councilmember's priorities and voice.
- **Strategic Communication**: Develop and execute a comprehensive communications plan, balancing short-term priorities with long-term messaging goals.
- **Community Engagement**: Collaborate with committee, legislative, and constituent services staff to generate content that supports community engagement initiatives. Monitor and respond to public feedback and engagement.
- **Event Coordination**: Plan and manage events, including logistical arrangements, to ensure successful execution.
- **Crisis Management & Communications**: Develop, implement, and disseminate strategic communication plans to address crises swiftly and effectively, ensuring accurate, transparent, and timely messaging to maintain public trust and mitigate reputational risks.
- **Spokesperson:** Represent the policies and positions of the office and deliver messages to the media and public.
- **Flexibility**: Be available for occasional early mornings, evenings, and weekends, as needed to respond to emergent issues or support events.
- **Other Duties:** Perform additional responsibilities as assigned to support the Councilmember's communication objectives.

SKILLS AND QUALIFICATIONS:

Preferred Qualifications:

- Current Ward 7 (Washington, DC) resident.
- Bachelor's degree in communications, Journalism, Public Relations, Political Science, or a related field and/or a minimum of 5 years of professional experience in public relations, media relations, or political communications

Competencies Required:

- **Experience**: Proven experience in communications, media relations, or a related field.

- **Strategic Planning**: Ability to create and implement effective communications strategies tailored to diverse audiences.
- **Local Knowledge**: Familiarity with the District of Columbia's communities, legislative processes, and local government operations.
- **Political Acumen**: Demonstrated ability to navigate complex political landscapes, anticipate potential challenges, and develop strategies that align with organizational goals while building relationships with key stakeholders.
- **Public Speaking**: Skilled in delivering clear, compelling messages to diverse audiences with confidence and professionalism.
- **Writing Excellence**: Exceptional writing and editing skills, with a talent for creating content that is engaging, accessible, and aligned with strategic goals.
- **Technical Proficiency**: Skilled in graphic design, video production, and social media management tools.
- **Organizational Strength**: Strong ability to manage multiple tasks and projects simultaneously while meeting tight deadlines.
- **Creative Problem-Solving**: Innovative and proactive approach to addressing communications challenges.
- **Collaboration**: Demonstrated ability to work effectively in a fast-paced, team-oriented environment.

PERFORMANCE ENVIRONMENT:

Incumbents of this position will be required to work in a high-paced, team environment that can at times be stressful or involve minimal supervision. The need to respond to emergent issues may require availability beyond the 9:00am – 5:30pm workday. Work is performed in an office setting with opportunities to work remotely.

Due to the nature of government work, staff may encounter events, decision points, or interactions with constituents involving a high degree of trauma. Incumbents of this position are asked to recognize and communicate – to their level of comfort and confidentiality – when the content of their work may affect them personally or emotionally and are encouraged to request help from their colleagues when needed.

Regular recess periods and the cyclical nature of the Council's legislative calendar provide opportunities to balance out periods of necessarily high-intensity work. The office strives to create a leave policy and overall culture to minimize the potential for burnout, or to identify and correct it when it may arise.

HOW TO APPLY:

All packages must include:

- Cover Letter
- Resume
- At least (2) writing samples, one of which may include creative graphic/video content
- Please include "**Communications Director**" in the subject line.
- **Please submit application package materials to Chief of Staff, Dr. Delia Houseal at dhouseal@dccouncil.gov.**
- **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 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.