



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

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-19-15	POSITION TITLE: Communications Assistant
OPENING DATE: 08-23-19	CLOSING DATE: Open until filled
SALARY RANGE: \$50,000 - \$55,000	TOUR OF DUTY: 8:45 a.m. – 5:15 p.m.
NO. OF VACANCIES: One	OFFICE: Office of Councilmember Grosso
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 David Grosso is seeking a communications assistant with strong writing abilities to work with the communications director to communicate the councilmember’s work and priorities to the residents of the District of Columbia and the media.

About Councilmember Grosso

Councilmember Grosso represents all residents of the District of Columbia as an at-large member of the Council of the District of Columbia and serves as the chairperson of the Committee on Education. Councilmember Grosso approaches policy from a human rights framework and has championed universal paid family leave, protected students’ right to an education and disrupted the school-to-prison pipeline by curbing the use of exclusionary discipline, and established a strong public campaign finance system to combat the influence of large donors in our local elections. He is currently working on providing more transparency in how education is funded in the District of Columbia, investing in greater mental health supports in schools, remedying the racist impacts of the War on Drugs through the legalization of marijuana, and promoting community health and safety by removing criminal penalties for sex work.

Essential Duties and Responsibilities

- Assist the Deputy Chief of Staff and Communications Director in communicating the councilmember’s work and priorities to the public and media.
- Draft and edit communications materials such as press releases, talking points, fact sheets, speeches, op-eds, and letters to the editor.
- Manage, update, and develop content for the councilmember’s digital presence, including website, social media, and mailing list.
- Assist in the management of and response to media inquiries.

- Assist with the planning and management of media events.
- Assist with proactive pitching of media stories and identification of key media contacts.
- Attend and photograph community events, school tours, meetings, and other off-site events with the councilmember.

Qualifications

- Bachelor's degree and 1-2 years related work experience in media relations, communications, politics, and/or government.
- Excellent written and verbal communication skills.
- Strong organizational skills, including a keen attention to detail, ability to multi-task and meet deadlines in a fast-paced environment with changing priorities.
- Hands-on knowledge of social media platforms and web site content management.
- Ability to participate in frequent evening and weekend commitments.
- Familiarity with basic photography and the ability to handle a camera.
- Spanish proficiency a plus.

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; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

HOW TO APPLY: ALL APPLICANTS MUST SUBMIT A COVER LETTER, RESUME AND WRITING SAMPLE. FAILURE TO DO SO MAY ELIMINATE YOU FROM FURTHER CONSIDERATION. APPLICANTS WILL ONLY BE NOTIFIED IF AN INTERVIEW IS GRANTED.

Note: It is imperative that all information on the resume and supporting documents be both accurate and truthful and subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position.

Interested candidates should submit their application materials to Matthew Nocella, Deputy Chief of Staff and Communications Director, at mnocella@dccouncil.us.

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.)

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.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION
Council of the District of Columbia