dchr

Job Title: Communications Associate

Grade: CS-12

Salary Range: $77,649 - $99,323

Job Summary:

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

OSSE's Communications Team supports the entire agency, overseeing the strategy, planning, review, and execution of the agency's internal and external communications. The optimal candidate will have excellent communication and organizational skills. This position is ideal for a self-starter who is interested in building knowledge, skills and relationships with agency leadership and external stakeholders.

Duties and Responsibilities:

• Create, develop, and update communications materials, including but not limited to daily communications roundups, talking points, event briefs, social media content, web content and event and program materials.
• Proofread and fact check agency communications materials, including but not limited to website updates, newsletter and social media content, policies, and guidance, press releases and other materials as needed.
• Perform and synthesize research for event briefs, speeches, press releases and other communications as needed.
• Plan, develop and manage communications project logistics, including but not limited to scheduling, tracking goals and reporting progress.
• Manage and maintain an approved communications library to support streamlined responses and division communications capacity.
• Work in tandem with other members of the communications team to plan, develop and implement communications campaigns.
• Provide communications support, including but not limited to logistical planning, participant and attendee outreach, collateral development and execution, for OSSE and community events.
• Serve as the OSSE representative at relevant community events.
• Perform other duties as assigned.

Qualifications and Education

• Excellent written and verbal communication skills.
• Strong understanding and proven track record of successfully writing and editing in AP style.
• Strong planning and organizational skills.
• Ability to build and maintain strong relationships with a wide variety of stakeholders.
• Knowledge of, and proficiency in the use of operating a personal computer (PC), utilizing Microsoft Word, Excel, Access, PowerPoint, etc., and a willingness to learn new technology associated with assigned work tasks.

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