



**U.S. Interagency Council on Homelessness**  
**Communications Specialist**  
**Job Description**

**June 2017**

**Position Title:** Communications Specialist

**Salary Grade, Range and Job Family:** GS-301-11/12. This position is in the Excepted Service; Schedule A appointment. This position is full-time and includes federal government benefits.

**Location:** USICH headquarters in Washington, DC

**Reports to:** Director of Communications

**Interacts with:** The entire USICH staff. The incumbent will also manage relationships with external consultants/vendors, and external stakeholders.

**Number of Direct and Indirect Reports:** 0

**Education and Qualifications:** Undergraduate or graduate degree in journalism, communications, marketing or other relevant field of study, or equivalent work experience.

**Technology Used:** Microsoft Office Suite, Adobe Creative Suite, Webinar software, Constant Contact, Facebook, Twitter, and Google Analytics, as well as Expression Engine for website maintenance and design.

**Required Travel:** None

**Major Duties and Responsibilities:** Are you a dynamic jack-of-all-trades who enjoys digging in to all aspects of a multi-faceted communications strategy? Can you help manage a brand that is based on innovation and thought leadership around ending homelessness? We are looking for a communications specialist who can work closely with every member of our small and dedicated staff to generate ideas for highly impactful communications products—and has the skills to see those products through to completion. You would be responsible for researching (often through interviews), writing, editing, and copyediting everything from blogs, fact sheets, briefs, reports, speeches, and meeting materials. Design skills will be put to use on document layout, slides, shareables, and infographics. Motion graphics skills, or an interest in learning them, would be an amazing bonus. You would be responsible for driving the editorial calendar of the Agency's bi-weekly newsletter, as well as running the Agency's web-site and Facebook and Twitter feeds, and any platforms we might choose to expand to in the future. You would also be expected to keep a close watch on analytics and suggest and implement changes based on performance. You would also manage our relationships with our web and graphics consultants, among others. And you would be willing to pitch in to support your colleagues when, frequently, all hands are needed on deck.

**Required Experience and Skills:**

- Experience designing, implementing, evaluating, and improving communications strategies and plans.
- Excellent journalistic-style interviewing, writing, and editing skills for creating a wide variety of content.
- Experience managing web content through Expression Engine or other content management systems.
- Skilled at designing content for a bi-weekly newsletter, using Constant Contact or other direct email systems, that engages and grows an audience.
- Skilled at creating dynamic social media content that engages and grows audiences on Twitter, Facebook, or other platforms.
- Skilled at channeling the speaking styles and preferences of colleagues to help craft presentations, webinars, talking points, and speeches.
- Experience using an array of analytics to better position content and measure productivity.
- Ability to work efficiently, effectively, and independently to complete normal and/or special projects and assignments in a fast-paced environment with multiple competing tasks, demands and priorities.
- Ability to build and nurture strong working relationships with internal and external partners.

- Ability to analyze communications data, create reports, and publish insights to key stakeholders.
- Demonstrated ability to meet or exceed deadlines.

**Application Information:** Please email a cover letter, which includes your availability, your resume, and your salary history, to [jobs@usich.gov](mailto:jobs@usich.gov).

- USICH is an Equal Employment Opportunity employer.
- You must be a U.S. citizen to be considered for this position.
- This position requires a background check.
- Males born after 12/31/59 - Selective Service Registration required.
- This position is open to all candidates with or without prior federal government experience.
- The work is performed in an office setting.
- No special physical qualifications are required to perform the work. The work requires the ability to move around the office and carry light items such as office files.
- This position requires a 1 year probationary period.
- All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.
- This is a federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.
- Travel and relocation expenses are not authorized.
- This announcement may be used to fill more than one vacancy.
- This is a full-time position with federal government benefits. The federal government offers a number of exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family-friendly flexibilities. To find out more: <http://www.usajobs.gov/EI/benefits.asp> .
- This position is exempt from the Fair Labor Standards Act.
- This position is not in a bargaining unit.