

**Foreign Service Limited Position Opportunity - Program Officer (Strategic Communications Specialist) - 03-FSL-0343, Office of the Assistant to the Administrator, PD#32246**

- **Agency:** U.S. Agency for International Development
- **Organization:** Bureau for Resilience and Food Security, Communications and Outreach Team
- **Location of Position:** Washington, DC
- **Open Period:** February 10, 2021 - March 3, 2021
- **Appointment Type:** This is an excepted service, time-limited appointment that is not-to-exceed five (5) years
- **Salary:** (USD) \$94,632 - (USD) \$138,970
- **Number of Vacancies:** 1

**Description of Organization:** The USAID Bureau for Resilience and Food Security (RFS) leads the Agency's work on agriculture-led growth, nutrition, resilience and water security, sanitation and hygiene, providing support to USAID Missions around the world to implement related programs and serving as a global leader in these areas. The RFS Communications and Outreach Team coordinates all aspects of strategic communications and outreach for these four areas of international development, from speechwriting and strategic messaging to social media, internal communications, multimedia storytelling, events, stakeholder and Congressional outreach, and more. This includes serving as the U.S. Government's communications and outreach team for the interagency Feed the Future initiative and supporting strategic communications and outreach for the Water for the World initiative.

**Description of Position:** The *Strategic Communications Specialist* will be an integral member of the fast-paced, highly-productive and diverse RFS Communications and Outreach Team. In this role, they will support creation and implementation of public affairs and outreach plans for a variety of audiences, including Congress and the American public. This position reports to the RFS Communications Director and will work collaboratively with team members, RFS staff, interagency colleagues and partner organizations on a wide range of communications and outreach projects and events, including managing budgets and timelines with an external contractor to ensure deadlines are met, deliverables are of a high quality and error free, and projects are completed within budget. They will also advise the Communications Director and senior staff on strategic communications strategies and develop creative ideas for storytelling and outreach that advance bureau and initiative goals. This position entails both strategic thinking and planning as well as hands-on work such as writing, editing, event and VIP trip planning, and coordinating teams.

**Qualifications:**

- Must be a U.S. citizen.
- 5+ years of specialized experience in organizing and implementing strategic communications and outreach activities, including crafting and executing public affairs plans.
- Strong writing and editing skills and multimedia storytelling experience.
- Experience taking initiative and delivering high-quality products and plans that support an organization's communications and outreach goals.

- Strong analytical skills, understanding of current communications trends, and ability to translate data and insights into actionable recommendations that improve communications and outreach.
- Experience coordinating work across colleagues and external partners, including contractors, and managing stakeholder relationships for an organization.
- Experience using digital technologies for communications and outreach.
- Strong ability to make judgments about the newsworthiness and appropriateness of communications for audiences like Congress.
- Experience working on diverse teams and contributing to a culture of inclusion is desired.
- Experience working in a Congressional office is desired.
- Must be eligible to obtain and maintain a [SECURITY CLEARANCE LEVEL REQUIRED] security clearance.

**Interested candidates should submit a:**

- Resume/CV (no longer than 2 pages);
- A short written statement of interest or cover letter (no longer than 1 page) that includes your U.S. citizenship status, per the requirements below; and
- 1-2 writing samples of previous public affairs and/or strategic communications work (no longer than 3 pages each).

Please submit your application package to [rfsjobs@usaid.gov](mailto:rfsjobs@usaid.gov). Please use the subject line “FSL APPLICATION PACKAGE: STRATEGIC COMMUNICATIONS SPECIALIST, PD#32246.”

**Application submissions are required by 11:59 pm (EST), March 3, 2021. Packages not submitted by the deadline with the specified subject line—or incomplete packages—will not receive consideration.**

This notice may be used to fill additional vacancies, as the workforce needs of the Bureau may change.

**[EEO Policy Statement](#)**

**[Reasonable Accommodation Policy](#)**

Any questions concerning this notice may be directed to:

-- Jennifer Cupp, RFS/COMMS, [jcupp@usaid.gov](mailto:jcupp@usaid.gov)