

VACANCY ANNOUNCEMENT

NFFE National Communications Director

Open Date: October 2, 2018

Closing Date: November 2, 2018

Objective: NFFE seeks to hire a full-time Communications Director working under the supervision of the National President and Executive Director. The incumbent will have the opportunity to learn about and assist other areas of the organization including legislative, membership, and organizing/recruiting.

Duties Include:

- Updating/maintaining the website, editing the newsletter, and developing press releases and social media content.
- Maintaining active communications with members of the media while highlighting NFFE interests and issues to Congress, the NFFE membership, and the public.
- Developing NFFE's external communication content.
- Building and supporting local and council communication efforts.
- Assisting NFFE leadership and staff with media statements.
- Developing and implementing NFFE communications strategy.
- Other duties as assigned.

Location:

Downtown Washington, D.C.

Pay:

Based on level of experience.

Benefits:

Health and dental benefits, a defined-benefit pension plan, voluntary 401k plan, paid annual and sick leave, metro benefit, and more.

Education/Skills:

The successful applicant must hold a Bachelor's degree and be proficient in Microsoft applications including Excel. Proficiency in QuickBooks is preferred. The successful applicant must be self-motivated and have outstanding attention to detail.

How to Apply:

To apply, please email a cover letter, resume, references and a short writing sample to Jai Atkins at jatkins@nffe.org.