



NFFE (National Federation of Federal Employees, IMAW, AFL-CIO)

- **Communications Director, NFFE Headquarters, Washington, D.C.**

Date of Posting: March 19, 2021

Close of Posting: April 19, 2021

Anticipated Start Date: May 2021

Founded in 1917, the National Federation of Federal Employees (NFFE) is America's first federal employee Union. NFFE fights for economic justice for the workers who care for our cherished veterans, keep our military equipped and ready, maintain our national forests and parks, ensure the integrity of the U.S. passport, and provide countless other services that are vital to the American people. NFFE represents 110,000 federal employees nation-wide and is affiliated with the IMAW and AFL-CIO.

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:

- Maintaining active communications with members of the media while highlighting NFFE interests and issues to Congress, the NFFE membership, and the public.
- Writing press releases and member news stories.
- Assisting NFFE staff with updating/maintaining the website, editing the newsletter, social media, and writing and editing other correspondence.
- Building and supporting Local and Council communication efforts.
- Developing and implementing NFFE communications strategy.
- Other duties as assigned.

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, some flexibility in work schedule, and more.

Education/Skills:

The successful applicant must hold a bachelor's degree and be proficient in Microsoft applications including Excel. The successful applicant must be self-motivated and have outstanding attention to detail. Must be an excellent writer.

How to Apply:

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