



JD-06-2020-39

Description:

Applicants must possess strong writing, interpersonal, and communication skills. Honed writing skills at the executive level and ability to research and absorb information rapidly and turn out high-quality written products is a must. Knowledge or prior experience in public affairs, strategic communications, and media relations is desirable, but not required.

Component Name: DHS, OCHCO, SLDE, Joint Duty Program

Position Title: Communication Specialist

Grade Level: GS 13 Series 0301

Duration: 6 months with a 6 month extension

Location: Virtual- Assignment when the employee works from their employing office or telework from home while on detail.

Employee Responsibility: *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity.*

Duration: *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

Type of Position: Competitive Service
*** Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.*

Type of Detail: Non-reimbursable (JDP does not pay expenses)

Package Acceptance Period: **Start:** 6/24/20 **End:** Dec 2020

Clearance Required (y/n): No

If yes, what level of security clearance? **None**

***** Military or Contracted Personnel NOT Eligible to apply**

***** No temporary promotions will be granted**

***** No Joint Duty Credit Awarded**

Description of Responsibilities:

- Defining and leading internal communication initiatives, including writing/drafting/editing messages and other communications.
- Drafting executive level talking points for internal or external engagements.
- Drafting and preparing articles for media publication, including coordinating the review process through leadership and Public Affairs.

- Reviewing/editing fact sheets, promotional materials, messages to the workforce, and other strategic messaging and communiques for stakeholders.
- Developing/updating content for internally-facing and externally-facing webpages on SharePoint, DHS Connect, and DHS.gov, as needed, including coordinating with site managers.
- Provides ancillary support throughout all SLDE offices

Qualifications:

- Ability to communicate orally and in writing;
- Attention to detail, critical thinking skills, and sound judgment;
- Ability to think creatively about how to pitch and position stories;
- Excellent organizational skills;
- Develop materials for the media that promote the Joint Duty Program Office's policy;
- Contribute to the Joint Duty Program Office web site s social media presence;
- Research and investigate new or improved communication and marketing practices for application to agency programs or operations;
- Identify data required for use in the management and direction of programs;
- Provide higher management with reports, evaluated information, proposals and similar products necessary for effective direction of administrative operations.

In addition:

- Have an "achieved expectations" or "proficient" rating on his/her most recent performance evaluation; and
- Not have an outstanding disciplinary action or grievance against them

How to Apply: Submit the following documents to jointdutyprogramoffice@hq.dhs.gov , with "**Detail Opportunity – Communication Specialist**" in the subject line:

- Submit **Joint Duty Assignment Application- [DHS Form 250-02](#)**
- **Resume** (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- **Redacted SF-50**, removing PII (i.e., social security number or date of birth)

Point of Contact: **Email:** jointdutyprogramoffice@hq.dhs.gov
