



UNITED STATES COMMISSION ON  
INTERNATIONAL RELIGIOUS FREEDOM

**Chief of Public Affairs**

U.S. Commission on International Religious Freedom

Washington, DC

\$120,000-\$140,000 per year (depending on qualifications and experience)

**Closing Date**

May 17, 2024

**About USCIRF**

The U.S. Commission on International Religious Freedom (USCIRF) is a bipartisan independent federal commission that monitors and seeks to advance the internationally recognized freedom of thought, conscience, religion, or belief and related human rights. Created by the International Religious Freedom Act of 1998, USCIRF is a legislative branch agency that reports on the universal right to the freedom of religion or belief abroad, using international standards to do so, and makes policy recommendations to the President, Secretary of State, and Congress. More information about USCIRF is available at [www.uscirf.gov](http://www.uscirf.gov).

*USCIRF is an equal opportunity employer.*

**Job Summary**

USCIRF is seeking a dynamic Chief of Public Affairs to support the Executive Director in implementing strategies to advance policy recommendations and raise awareness of religious freedom conditions abroad. The Chief of Public Affairs supervises and provides management and guidance to the USCIRF team in developing the annual outreach and policy workplan in compliance with USCIRF's strategic objectives. Primary responsibilities include managing all aspects of USCIRF's relationship with Congress; briefing and advising the Executive Director and Commissioners on all Congressional activity relating to USCIRF; managing communications and media relations; publishing USCIRF materials; overseeing USCIRF's website and social media platforms; coordinating public events; and drafting letters, testimony, and other relevant materials.

**Key Requirements**

- U.S. Citizenship
- Resume and supporting documents (see *How to Apply*)
- Completion of a satisfactory background investigation
- Completion of a probationary period
- Selectee must be able to meet/maintain suitability and security requirements

**Duties**

Reporting to the Executive Director, the Chief of Public Affairs' primary responsibilities include the following:

**1. *Strategic Planning***

- Shaping and implementing the annual public affairs workplan in accordance with USCIRF's strategic goals and objectives to communicate policy priorities and recommendations to key constituencies.

**2. *Congressional Affairs***

- Developing and strengthening relationships with Congressional offices to advance USCIRF's policy recommendations and priorities;
- Scheduling Congressional meetings and drafting relevant materials;
- Submitting required Congressional reports by established deadlines;
- Planning and coordinating efforts to secure USCIRF's reauthorization and appropriations;
- Planning and coordinating impactful USCIRF hearings, congressional briefings, and other special events;
- Monitoring Congressional activities; and
- Drafting and contributing to testimony, legislation, and other materials.

**3. *Communications and Media Relations***

- Raising the profile of USCIRF through traditional news media, public events, social media, and other communications outlets;
- Developing and strengthening relationships with journalists and news outlets;
- Identifying new communication channels and methods for promoting USCIRF's policy recommendations and priorities;
- Supervising the content and development of the USCIRF website; and
- Overseeing the production and design of USCIRF publications.

**4. *Special Projects and Outreach***

- Identifying and cultivating new audiences and constituencies that benefit from and/or support USCIRF's mission as well as developing current relationships;
- Identifying and coordinating impactful non-Congressional public events that advance USCIRF's policy recommendations and priorities;
- Maintaining and promoting USCIRF's Frank R. Wolf Freedom of Religion or Belief (FoRB) Victims List and contributing to the strategic vision.

**5. *Management***

- Managing the work of the Public Affairs team towards meeting the Commission's mandate, goals, and priorities in a manner that is consistent with the Strategic Plan.

**6. *Other duties as assigned***

## **Required Qualifications**

- Must be a U.S. citizen;
- 12+ years of progressively responsible experience commensurate with the duties outlined above;
- Minimum of a bachelor's degree;
- Supervisory experience with demonstrated ability to organize and manage staff to ensure on time completion of assignments;
- Outstanding written and verbal communication skills including drafting and editing press releases, web content, and other communications materials;
- Ability to identify and manage policy, program, and operational priorities;
- Ability to work in a fast-paced setting, defining and meeting deadlines;
- Experience with various contact management systems such as WordPress or Drupal and email distribution programs such as Meltwater, Mail Chimp, etc.;
- Website maintenance experience, or the ability to learn the necessary skills quickly;
- Working knowledge of AP Style, MS Office, Adobe Creative Suite, web platforms, HTML, email clients, Google Analytics (and/or other metrics tools), and other web-related skills, including digital graphic design creation and video editing software; and
- Attention to detail, excellent organizational skills, and collegial demeanor.

## **How to Apply**

To apply, candidates should submit a cover letter, resume, three references, and a writing sample (no more than five pages) in this order and within a single PDF file via email to:

[jobs@uscirf.gov](mailto:jobs@uscirf.gov).

Applications not provided in a PDF file will not be considered.

Applications will be held in strict confidence. After submitting your application for this position, you will receive an e-mail confirming receipt of your application materials. USCIRF will contact you if we wish to schedule an interview or if we require additional information or references.

Please email all questions about the position to [jobs@uscirf.gov](mailto:jobs@uscirf.gov).

*No calls please.*

## **Evaluation of Applicants**

This job is excepted from the competitive civil service. Applicants will be evaluated and deemed either eligible or ineligible based on the relevance and quality of their experience and education and on the desired qualifications described above.

Pursuant to section 204(c) of the International Religious Freedom Act of 1998, as amended, USCIRF staff members are hired “on the basis of professional and nonpartisan qualifications.”

## **Benefits**

USCIRF offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, Federal holidays, life insurance, and medical benefits. Please visit [www.opm.gov](http://www.opm.gov) for more information on benefits.

### **Other Information**

- Duty Station location is Washington, DC
- Travel expenses related to the hiring process will not be paid
- Relocation expenses will not be paid

***Selective Service.*** If you are a male applicant born after December 31, 1959, you must certify at the time of appointment that you have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

***Reasonable Accommodation.*** USCIRF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact USCIRF at [jobs@uscirf.gov](mailto:jobs@uscirf.gov). Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

***Equal Employment Opportunity.*** The United States government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.