



UNITED STATES COMMISSION ON  
INTERNATIONAL RELIGIOUS FREEDOM

**Government and Media Relations Assistant**

U.S. Commission on International Religious Freedom

Washington, DC

\$38,000-\$44,000 per year (depending on qualifications and experience)

**Closing Date**

June 2, 2014

**About USCIRF**

The U.S. Commission on International Religious Freedom (USCIRF) is an independent, bipartisan federal Government advisory body that monitors the universal right to freedom of religion or belief abroad. USCIRF reviews the facts and circumstances of religious freedom violations and makes policy recommendations to the President, the Secretary of State, and Congress. USCIRF Commissioners are appointed by the President and the Congressional leadership of both political parties. 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 Government and Media Relations Assistant to support the work of the Government and Media Relations department, primarily as it relates to USCIRF's website, social media accounts, media monitoring, and legislative activity.

**Key Requirements**

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

**Duties**

Reporting to the Communications and Government Relations Associate, the Government and Media Relations Assistant's primary responsibilities involve the following:

- Assisting with developing, optimizing and monitoring all USCIRF social media accounts including Facebook, Twitter and Hootsuite;
- Maintaining and regularly updating the USCIRF website;
- Working with external web host vendor(s), third-party solutions and other vendors to ensure that the website is updated frequently and media monitoring services function optimally;
- Monitoring media coverage of USCIRF;
- Maintaining and enhancing media contact lists;
- Distributing content using various platforms including Outlook and Lyris;
- Helping with preparation/coordination for hearings, briefings and events;
- Attending and/or covering relevant Congressional hearings;
- Assisting with drafting issue papers; and

- Researching legislation, voting records, and policy issues, including monitoring proposed Federal legislation and legislative activity.

### **Qualifications**

This position requires a minimum of a bachelor's degree. One (1) year of experience commensurate with the duties outlined above is preferred, but is not required.

- Experience with website content management systems, especially Drupal, preferred.
- Experience with digital content distribution systems, especially Lyris, preferred.
- Excellent written, oral and interpersonal communication skills.
- Ability to work quickly under pressure and as part of a team.
- Extreme attention to detail, excellent organizational skills, and collegial demeanor.

### **How to Apply**

To apply, candidates should mail, email, or fax a cover letter, resume, three references, and a writing sample (no more than five pages) to:

USCIRF  
732 N. Capitol Street, NW  
Suite A714  
Washington, DC 20401  
[jobs@uscirf.gov](mailto:jobs@uscirf.gov)  
Fax: (202) 523-5020

Applications sent via email should be in PDF format.

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.

*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."

### **Other Information**

- 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 (202) 523-3240. 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.