



UNITED STATES COMMISSION ON  
INTERNATIONAL RELIGIOUS FREEDOM

**Public Affairs Associate**

U.S. Commission on International Religious Freedom

Washington, DC

\$60,000-\$75,000 per year (depending on qualifications and experience)

**Closing Date**

December 18, 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.uscifr.gov](http://www.uscifr.gov).

*USCIRF is an equal opportunity employer.*

**Job Summary**

USCIRF is actively seeking an experienced and creative Public Affairs Associate to be a key member of the Public Affairs team. The Public Affairs Associate will support USCIRF's activities as they relate primarily to the Victims List and media activities, including disseminating information through press releases, policy briefs, reports, and other publications.

**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 Chief of Public Affairs, the Associate's primary responsibilities involve the following:

### ***Freedom of Religion or Belief (FoRB) Victims List***

- Maintain USCIRF's FoRB Victims List database by receiving, cataloguing, archiving, and uploading information on victims submitted by USCIRF analysts, individuals, or civil society NGOs.
- Identify new methods for enhancing how data on victims is gathered, organized, and presented within the FoRB Victims List database.
- Develop and maintain relationships with relevant organizations to increase the number of victims reported in the FoRB Victims List database.
- Coordinate with the Research and Policy team on information regarding victims and prisoners of conscience to ensure accuracy and consistency per USCIRF policy and practice.
- Perform due diligence on victims data submitted to maintain the integrity of the FoRB Victims List.
- Collaborate with the Chief of Public Affairs on developing publicity and promoting the FoRB Victims List.

### ***Communications and Media Related***

- Assisting with the implementation of a communications strategy.
- Establishing and maintaining relationships with media contacts.
- Enhancing USCIRF's outreach through traditional news media, public events, social media, and other communications outlets.
- Reviewing content and promoting reports, op-editorials, press releases, etc. that support USCIRF and the agency's overall mission.
- Performing quality control of information communicated to internal and external audiences to include editing for grammar, format, and graphic design.
- Tracking and monitoring day-to-day official communications.
- Assisting with USCIRF's website management and utilizing analytics to improve outreach effectiveness.

### ***Other***

- Assisting in planning and promoting events.
- Performing other duties as assigned.

## **Required Qualifications**

This position requires a minimum of a bachelor's degree.

Minimum 3 years' progressively responsible experience commensurate with duties outlined above, and including:

- Experience or interest in data entry and maintaining a database.

- Strong research skills, particularly those applied in a work setting (i.e., not only university coursework).
- Ability to synthesize information from various sources.
- Working with the media.
- Implementing a social media strategy and experience.
- Drafting and editing press releases, web content, and other communications materials.
- Strong written and verbal communication skills, including copy editing.
- Multi-tasking and working in a fast-paced setting, defining and meeting deadlines.
- Working with various contact management systems such as WordPress or Drupal and email distribution programs such as Meltwater, Mail Chimp, etc.
- Website maintenance, 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.
- Ability to work independently and as part of a team.
- Attention to detail, excellent organizational skills, and collegial demeanor.
- Proven experience using Microsoft Office applications such as Word, PowerPoint, and Outlook.

### **How to Apply**

To apply, candidates should submit a cover letter, resume, three references, and a writing sample (no more than five pages; preferably a press release) in this order and within a single PDF file via email to: [jobs@uscirf.gov](mailto:jobs@uscirf.gov)

Applications must be provided in a PDF file or they 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, retirement, life insurance, and medical benefits. Please visit [www.opm.gov](http://www.opm.gov) for more information on Federal employee 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.