



Director of Communications

DC Office of the State Superintendent of Education

The director of communications is charged with ensuring effective communications strategy and execution for the Office of the State Superintendent of Education (OSSE), in order to best serve the local education agencies, community based organizations, families and students of the District of Columbia. Specifically, the director of communications is charged with ensuring that internal and external stakeholders are clear on the agency's role, its direction and priorities, day-to-day decisions and actions, and the rationale behind them.

The specific functions of the role include:

- Developing a strategic communications plan and key communications goals for OSSE as a whole
- Managing a team of five staff members and ensuring effective execution of communications plans and projects
- Ensuring effective structures and channels for communicating with key audiences and stakeholders
- Working with program teams to understand the work of the agency and ensuring that decisions are communicated effectively with rationale to key stakeholders
- Developing a strong working relationship with key reporters, and ensuring timely and effective responses to media inquiries

Key qualifications for the role include:

- Effective team and project management skills
- Strong interpersonal, verbal and written communication skills
- Strong attention to detail
- Eagerness to be innovative and proactive in seeking solutions

The director of communications will report to the chief of staff, once hired, and to the state superintendent of education in the interim.

Interested applicants should submit a resume and cover letter to osse.talent@dc.gov.