

Strategic Communications Specialist

Official Position Title: Program Officer, Backstop 02, FSL-0343-04

Functional Title: Strategic Communications Specialist

Location of Position: U.S. Agency for International Development, Bureau for Food Security, Communications and Outreach Team

Position Grade: FSL-04

Salary Range: US\$68,142 - US\$100,070

Position Closing Date: December 27 2016; 11:59 PM EST

Description of the Bureau: The USAID Bureau for Food Security (BFS) leads coordination and implementation of Feed the Future, the U.S. Government's global hunger and food security initiative. BFS brings together programmatic, technical, and regional expertise from throughout USAID to assist 19 Feed the Future focus countries and additional aligned countries and regional programs with strategic design, implementation and monitoring and evaluation. BFS coordinates Feed the Future's 10 additional U.S. Government partner agencies and departments, most recently on development and implementation of the new U.S. Government [Global Food Security Strategy](#). This strategy, delivered to Congress as a requirement of the Global Food Security Act of 2016, charts how U.S. Government partners will support developing countries over the next five years to achieve lasting progress in food security and nutrition.

Description of Office or Team: This position is located in USAID's Bureau for Food Security (BFS) on the Communications and Outreach Team in the Office of the Assistant to the Administrator. The Office provides oversight of BFS' food security and nutrition efforts and advises the USAID Administrator of related program implementation, issues, challenges, and opportunities. This Office also provides technical guidance, oversight and staffing to support USAID's implementation and leadership of the U.S. Government's Feed the Future initiative. The Communications and Outreach Team drives strategic implementation of outreach approaches to internal and external audiences and also manages response to reactive communications needs.

Description of Position: The Strategic Communications Specialist will work with the BFS Communications and Outreach team to support creation and implementation of strategic communications and outreach plans that support the Feed the Future initiative's goals, as well as complete a wide range of day-to-day tasks related to communications and outreach, including event planning. S/he will work closely with other members of the Communications and Outreach team and across the bureau, Agency, interagency and partner organizations and publics. Under the supervision of the BFS Communications Director, the incumbent will play a lead role in managing other short- and long-term projects, as assigned.

Description of Key Duties:

- Lead event planning and coordination.
- Document and refine event planning processes, including tracking event success.

- Provide support to senior leadership around public events and high-level meetings.
- Serve as BFS point person on event planning and coordination to internal and external stakeholders.
- Advise senior leadership on communications and outreach, including event strategies.
- Provide support on a range of strategic communications and outreach tasks, including writing and editing.

Qualifications Required:

- Specialized experience in event planning, from conceptualizing events to coordinating and implementing them.
- Experience taking initiative and delivering products and events that support an organization's communications and outreach goals.
- Experience organizing work and projects effectively and efficiently.
- Strong writing and editing skills.
- Strong analytical skills and ability to translate data into actionable recommendations that improve communications and outreach.

Eligibility: Only U.S. Citizens may apply.

Veteran's Preference: BFS will consider veteran's preference eligibility as a positive factor in making FSL selections. Applicants eligible for veteran's preference must include that information in their cover letter and should attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions.

Application Instructions: Please send detailed CV, cover letter and any supporting documentation to bfsjobs@usaid.gov with the position's official and functional titles in the e-mail subject line, by the position closing date listed above.

In your cover letter, please also:

1. indicate your U.S. citizenship status
2. indicate your veteran's status, if any, and
3. include contact information (name, title, e-mail and telephone) for three references, one of which must be a current or former supervisor.

For more information: <https://feedthefuture.gov/lp/opportunities-join-feed-future-team>