

Communications Manager

SUMMARY:

Franconia District Supervisor Rodney Lusk seeks a proactive Communications Manager to manage all social media accounts, create/develop communication materials, and manage messaging. The ideal candidate must be detail-oriented, a confident writer, and possess great people skills. Applicant should be able to handle multiple tasks and work effectively and efficiently under deadlines. This position will also require some constituent casework. Some experience in political settings is preferred, though not required.

ESSENTIAL JOB FUNCTIONS:

- Handles requests from members of the media
- Tracks media mentions of the Supervisor and promotes/responds as appropriate
- Creates content for a bi-weekly e-newsletter, yearly annual video
- Maintains website for office
- Creates graphics for use in social media and flyers to advertise events
- Composes talking points for speeches, ribbon cuttings, and other events
- Manages and oversees all social media accounts and monitors direct messages and drafts replies
- Acts as the representative for the Supervisor within his or her area of responsibility, including: answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with county, state and federal agencies
- Staffs events and takes photographs for use in digital media
- Assists with drafting press releases, talking points and board matters

INTERESTED CANDIDATES SHOULD POSSESS:

- Bachelor's degree or equivalent experience
- Experience in communications, public relations, political science, or a similar line of work
- Experience with graphic creation using Canva or other software and Constant Contact, or similar email programs
- Excellent written and verbal communication, as well as organizational and research skills
- Experience managing social media accounts, including Facebook, Instagram, X (formerly Twitter), and NextDoor
- Confidence in dealing with members of the media
- Ability to multitask and meet deadlines

Salary range is \$55,000.00 - \$75,000.00 annually, commensurate with experience. Please send cover letter and resume with "Communications Manager" in the subject line to Franconia@FairfaxCounty.gov by January 18, 2024. Please, no phone calls.

The population of Fairfax County is very diverse where 39.8% of residents speak a language other than English at home ([Spanish](#), [Asian/Pacific Islander](#), [Indo-European](#), and [others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

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Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov EEO/AA/TTY.