Public Affairs Assistant (Vacancy#:VAR001356)
Library of Congress (Washington, DC)
Washington, DC (United States)

Overview
Closing date: 10/07/2020  |  Service: Excepted
Pay scale & grade: GS 05  |  Salary: $39,291 to $51,082 per year

Location
1 vacancy in the following location: Washington, DC
Telework eligible: No
Announcement number: VAR001356
Control number: 579765600

Summary
This position is located in the Office of Communications, Office Communications & External Relations, Office Of The Librarian.

The position description number for this position is 401391.
The salary range indicated reflects the locality pay adjustments for the Washington, D.C., Metropolitan area.

The incumbent of this position will work a flextime work schedule.

This is a non-supervisory, bargaining unit position.

Learn more about this agency

Responsibilities
The Public Affairs Assistant supports the Library of Congress Office of Communications (COMM) in performing its mission of internal and external communications on behalf of the Library, its programs, collections, exhibitions and other functions. The Assistant must demonstrate attention to detail and accuracy, organization skills, strong written and oral communications skills, proficiency in using and amending simple web-based programs and social media platforms, ability to juggle multiple tasks, judgment in prioritizing assignments and understanding deadlines, and strong interpersonal skills.

Schedules and prepares social media posts across the Library’s primary accounts, including the Library’s main Twitter feed and Facebook page. With supervision and guidance, suggests new opportunities to engage online audiences and to engage with other organizations to amplify LOC content.
Engages with responsible content authors and other producers of content across the Library to create schedules for distributing digital content, ensuring that content is scheduled to avoid conflicts between high visibility Library social media posts and virtual events.

Provides technical support to ensure that complex social media content, including videos, are correctly prepared and available for time-sensitive deployment with required accessibility materials provided to ensure compliance with government 508 compliance requirements.

Compiles and posts online press kits; and plans and updates OC content and Library staff news on the Library intranet site; updates the LOC.gov homepage with supervisory guidance on content.

Compiles and distributes media clips; prepares media reports; maintains clip files; and maintains digital-media archives.

Provides content to members of the media and other organizations related to the Library’s online calendars of events, to ensure Library of Congress programs are featured in media and other organizations’ events listings both online and in print; assists with questions regarding online press kits, and escorts permitted media while on-site.

Maintains the Library’s online events calendar with information approved by the Library’s Standing Events Committee and works with employees across the Office to provide event information for other written publications. With supervisory guidance, ensures that all event information is accurate, correct and engaging for Library audiences.

Receives photography and video permit requests received by the Library of Congress, ensuring that all necessary information is provided by the requestor; with supervisory guidance, ensures that relevant Library Service Unit staff are aware of permit requests, prepares permit requests for approval by the Director or Deputy Director.

Researches and maintains public-affairs materials such as supplies of handouts, folders and other supporting materials; press-release letterhead; office stationery; marketing materials and giveaways; and all other public-affairs supplies (not including regular office supplies).

Responds to non-technical inquiries, exercising judgment, tact, discretion, and diplomacy in referring queries to the Director, other communications staff, or the appropriate Library Service Unit. Navigates the various levels of hierarchy and differing technical functions to determine who should handle complicated inquiries.

Prepares press kits for special events and media visits.

**Requirements**

**Qualifications**

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- **Ability to communicate in writing.**
- **Ability to provide support for social media and public affairs.**
- **Ability to interact collaboratively with others, exercising judgment and discretion.**
- **Ability to plan, organize and execute work.**
- **Ability to provide technical support and attend to detail.**
- **Ability to communicate effectively other than in writing.**

**To Apply:** [https://www.usajobs.gov/GetJob/ViewDetails/579765600](https://www.usajobs.gov/GetJob/ViewDetails/579765600)