

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

JOB TITLE/FEATURES

- HR Communications Specialist (Writer-Editor)
- This is a non-career, term job.
- Works under the general supervision of the Manager, Organizational Design and Management (ODM) Department.
- Serves in the ODM Department (Department) of the Office of Human Resources and Administrative Services (Office).

SUMMARY

Performs a variety of communication and information management tasks to support the Metropolitan Washington Airports Authority (Airports Authority) human resources and administrative services programs. Particular emphasis is on developing, reviewing, editing, revising, and publishing Office newsletters and official organization-wide documents and policies. Work requires application of established and standardized writing principles, methods, and techniques and the ability to rapidly acquire and skillfully apply Airports Authority-specific styles, practices, and systems. Performs other duties as assigned.

DUTIES

Duties listed are representative of the job but are not an all-inclusive list.

- Develops and assists in the conception, production, implementation and administration of Office strategic communications plans.
- Reviews, edits, revises, and publishes existing Office documentation and official organization-wide policy manuals/directives/management guidance, job aids, reports and other documents following Airports Authority and Office policies and practices.
- Proofreads for grammar, spelling, and readability and adjusts copy as necessary. Releases documentation following final approval.
- Researches, writes and disseminates Office news articles, talking/message points to appropriate internal management personnel (from top management to middle management), and fact sheets for management's use when addressing employees.
- Develops concepts and writes articles for Office programs and project newsletter(s). Writes and edits articles for the *On Good Authority* employee newsletter. Coordinates collection of, and interviews managers and employees, pertinent information.
- Assists in the design and layout of print products and website design.
- Keeps the Office intranet website current by developing information, improving the format, and updating key sites regularly. Coordinates with the webmaster and others, as appropriate.
- Coordinates requests for videotaping office and internal organizational events and activities. May serve as a photographer for special events.
- Expands and refines knowledge of social media and evolving or emerging applications and trends and makes recommendations for implementing appropriate elements for the Office's purposes.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

Required KSAs listed are representative of the job but is not an all-inclusive list.

- Knowledge of and skill in business writing and editing including skill in developing a variety of documents and editing/proofing subject matter experts' written documentation.
- Ability to develop strategic communication plans.
- Basic knowledge of design, layout, and publication standards.
- Ability to gather and analyze information.
- Ability to speak and write effectively.
- Ability to use computer hardware and software including social media, computer graphics, and other audiovisual equipment.
- Ability to establish and maintain effective relationships with employees.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

- A Bachelor's Degree in English, Communications, Journalism, Public Relations or related field, or any combination of education, experience and training that totals four years.
- Five years of experience in public communication or business writing and editing including (a) preparing, editing, and disseminating a variety of official business documents and policies; and (b) identifying, developing, and implementing strategic communication plans.

A fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 may be substituted for two of these five years of experience.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

- None

CERTIFICATIONS AND LICENSES REQUIRED

- A valid state driver's license in good standing.

NECESSARY SPECIAL REQUIREMENTS

None