

## **Public Affairs Specialist – AD - 1035 - 00 Job Announcement**

Arlington, VA

**(\$76,378 - \$99,296)**

The Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR), a congressionally-created federal agency that provides independent and objective oversight of the Afghanistan reconstruction effort, is hiring for a Public Affairs Specialist position. The Public Affairs Specialist will work with the Director of Public Affairs in a small (two person), but active, communications team.

Responsibilities will include working with the media on daily basis, pitching reports, and responding to press inquiries. The position will also be the manager of SIGAR's digital presence and will be responsible for managing the website, as well as creating social media content for Facebook and Twitter. Additional tasks will include: drafting briefing material for SIGAR senior leaders (including talking points), monitoring and compiling press clips, maintaining press lists, drafting press releases, editing and drafting speeches, and crafting SIGAR's internal newsletter.

Excellent verbal and written communications skills are a must. The ideal candidate will also have professional experience working with the media and using social media. Knowledge of Congress, the federal government, and oversight, as well as an interest in foreign policy, is strongly preferred.

Proof of U.S. citizenship and the ability to obtain and maintain a minimum of Top Secret/SCI security clearance is required for all positions with SIGAR.

**Interested applicants should send a resume and cover letter by electronic transmission, to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) fax 703-602-8753 Attention: Human Resources- Public Affairs Specialist Announcement.**