



External Staff Writer

ROLE

We need a Mid-Level External Staff Writer for the Naval Sea Systems Command (NAVSEA) Office of Corporate Communication (SEA 00D). NAVSEA SEA 00D supports the command mission of designing, building, delivering and sustaining the U.S. Navy's ships, submarines and systems through its strategic communications efforts. SEA 00D is responsible for providing the strategic guidance, planning and execution support for all enterprise-wide internal and external communication, including marketing requirements and legislative engagement. Your role as an External Staff Writer for the SEA 00D will be to feature news writing products and provide editorial support directed to a wide range of audiences, including: Members of Congress, Department of Defense (DOD), industry stakeholders and the general public.

Apply today!

RESPONSIBILITIES

- Prepare statements, press releases, articles, public affairs guidance, communication plans, and briefing cards.
- Prepare similar required and in accordance with Navy and Associated Press (AP) Style guidance.
- Use knowledge of Navy programs and policies to develop responses to media queries.
- Knowledge of naval ships, naval shipyard systems, and naval acquisition programs to develop responses to media queries, coordinating with applicable subject matter experts.
- Coordinating with applicable subject matter experts to develop responses to media queries.
- Execute media training and develop prep packages for Navy leaders and support media engagements.
- Provide ghost writing to external audiences such as correspondence to key stakeholders, etc.
- Execute interviews, media roundtables, gaggles, etc. with local, national and defense trade press.
- Execute across various communication channels such as radio, print, and broadcast.
- Conduct media monitoring and analysis across communication channels.
- Identify, compile, prepare and support distribution of daily News Clips prior to 6:00 a.m. each business day.
- Develop, plan and execute social media content and campaigns aligned to messaging priorities and objectives.
- Provide speechwriting support for NAVSEA Command Leadership.
- Examples of speeches pertain to conferences, symposiums, testimony, and ceremonies.
- Provide support for tracking and processing all Technical Review requests for public release approval.
- Support requires logging of technical reviews.
- Answer phone calls or email inquiries on the status of reviews.



- Tracking reviews through the review process.
- Process letters indicating the disposition of the technical review.
- Mailing correspondence to submitters and file completed reviews and dispose reviews older than three years.

REQUIRED SKILLS/EXPERIENCE

- Minimum of four (4) years of civilian or military experience in corporate communications.
- The ability to write and edit articles, social media posts, etc. according to Navy and Associated Press Style Book.
- Strong demonstration of communication skills, both written and oral.
- Ability to produce concise and properly edited products that clearly convey complex information and ideas.
- Can synthesize complex ideas and initiatives into easily understood communications for a variety of audiences.
- Ability to convey information to audiences with varying levels of understanding of NAVSEA's programs.
- Thorough analytical and critical thinking skills, including the ability to think strategically.
- Ability to identify needs and requirements and to develop recommendations and solutions.
- Ability to manage small and large-scale projects that contribute to a larger strategic communications plan.
- Ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail.
- Ability to work effectively with NAVSEA's senior leaders in a high profile and demanding office.
- Familiarity with NAVSEA, Congress, the Navy and Department of Defense.

REQUIRED EDUCATION / CERTIFICATIONS

- Bachelor of Arts / Science degree in English or Communications.

LOCATION

- Washington Navy Yard, DC 20376

CLEARANCE

- Secret Clearance Required

CLIENT

- Department of the Navy (DoN), the Naval Sea Systems Command (NAVSEA) Office of Corporate Communication (SEA 00D). NAVSEA SEA 00D



TRAVEL

- Travel may be required

WORK HOURS

- 40 hours a week, 8 hours a day

EMPLOYMENT CLASSIFICATION

- Employment Classification Eligibility — W2

RELOCATION

- Not eligible for relocation benefits

Other Considerations: *applicants will be subject to a background investigation. Individual's primary workstation is in an office area. The noise level in this environment is low to moderate. Regularly required to sit for extended periods up to 80% of the time; frequently required to move about to access file cabinets and use office equipment such as PC, copier, fax, telephone, cell phone, etc. Occasionally required to reach overhead, bend, and lift objects of up to 10 lbs. Specific vision abilities required by this job include the use of computer monitor screens up to 80% of the time.*