



We are looking for a candidate to fill an opening with our company. Become a Revolver today! Apply online [www.revolvesolutions.com] or send your resume to us directly [info@revolvesolutions.com].

Job Title	Strategic Communications Specialist (Mid-Level)
Job Location	National Capital Region. Onsite participation is required; virtual work arrangement may be available but not immediately possible.
Employment Type	Full Time
Job Description	<p>Candidate will develop and implement creative and measurable communications plans; manage the budget to support the Strategic Communication mission; assist senior leaders with speech writing, messaging, white papers, and other communications tasks; collaborate with other departments to ensure communication alignment; and other communications projects as needed.</p> <p>This position provides the candidate an excellent opportunity for an experienced strategic communications specialist to shape the client's strategic messaging and to make a meaningful impact on the organization. The qualified candidate will be motivated, proactive, highly organized, an exceptional communicator, a critical thinker, and have the vision to implement effective initiatives.</p> <p>Other duties include, provide daily/weekly/monthly/ad hoc updates on the status and progress, coordinate with the team lead for scheduling and logistics, and utilize government-directed collaboration platforms.</p>
Responsibilities	<ul style="list-style-type: none">• Proactively plan, develop, and implement internal and external communication products.• Write whitepapers and digital newsletters.• Collaborate with other departments to introduce new organization initiatives.• Take direction from executive-level clients and rapidly return clear messaging and• Draft speeches and messaging for the leadership team.• Interview executives and senior leaders to create communications content.



Desired Skills
and Abilities

- Government background check and clearance is required. Candidates without a clearance will be subject to a background investigation.
- Bachelor's degree in communication, Journalism, Marketing, or other relevant fields.
- Previous experience with 8+ years of experience in this field or a similar role is preferred.
- Proven experience in content writing (portfolio required).
- Experience with developing communication plans.
- Excellent communication and organizational skills.
- Previous experience collaborating as part of an executive support team.
- Experience working within a Federal agency preferred.
- Strong analysis and critical thinking skills.
- Deadline and detail oriented.
- Strong leadership qualities.
- Ability to work under deadline pressure.
- Team player and ability to work alongside colleagues and clients, as well as engage with geographically separated team members.
- Experience with Adobe Creative Suite preferred.
- Experienced in Microsoft Office 365 suite of tools with an emphasis on Teams, SharePoint, Excel, Word, PowerPoint, and Outlook.

Qualifying employees receive competitive health benefits (medical, dental, vision), retirement plan, disability coverage, among others.

Benefits

Company contributes 50% towards medical, 100% towards dental and vision. Revolve also contributes 3% safe harbor 401K funding towards the retirement savings. Profit sharing and cash balance plans add to each employee's total compensation.

Compensation Range

Salary is negotiable based upon the candidate's background, experience level, certifications.



Education	<hr/> <p>Bachelor's degree with minimum 3 years' experience required, or master's degree with 2 years' experience. Related degrees in Instructional Systems Design, Instructional Technology, or Adult Learning Theory are strongly favored.</p> <hr/>
Licenses/Certifications	<hr/> <p>PRSA certification preferred. PMP certification encouraged.</p> <hr/>
Security Clearance, Background Check	<hr/> <p>For those who do not possess a clearance, a full background check and adjudication will be required.</p> <hr/>
Telework and Travel	<hr/> <ul style="list-style-type: none">• Telework options may exist and will be negotiated with the client, based on mission requirements.• Mission travel is not expected.• Local travel may be necessary in a limited capacity. <hr/>