



**Staff Writer — Internal**

**ROLE**

We need a Mid-Level Internal 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 Internal Staff Writer for the SEA 00D will be to provide the support required for enterprise-wide communication efforts to include top-down / leadership communications, organizational workforce messaging and campaign development and execution.

Apply today!

**RESPONSIBILITIES**

- Design, develop and execute digital signage content for display on a network of Government-furnished video screens associated with the NAVSEA's Digital Signage network system.
- Develop and manage content to be consistent with Command, Navy and DoD communication objectives.
- Update screens as required to ensure content displayed is thorough, accurate, concise and timely.
- Lead weekly content reviews with said Government lead.
- Provide ghostwriting support for NAVSEA Command Leadership.
- Write ghost content such as communications with the workforce, directives, instructions, memorandums, etc.
- Prepare long-form articles and related communication products for enterprise-wide dissemination.
- Assist with execution of command surveys and perform data analysis.
- Assist in command-wide engagements (e.g. Town Halls, All Hands, etc.) and events.

**REQUIRED SKILLS/EXPERIENCE**

The Task requires knowledge of and experience with digital signage systems to include:

- Digital Media Manager software
- Photodex ProShow Producer 5
- Adobe Creative Suite 6 Production Premium
- Microsoft Office 2010 Professional
- Audio Video Coding Standard (AVS) Video Converter
- Snagit10 screen capture software or DON Application
- Database Management System (DADMS)-approved equivalents or applicable versions for digital signage content creation.



## Revolve Solutions LLC

- Ability to design and implement innovative communications strategies for NAVSEA initiatives and programs.
- Minimum of 10 years of experience in defense acquisition or other federal appropriation / authorization matters.
- Experience managing small- and large-scale projects that continue to a larger strategic communications plan.
- Experience managing competing priorities under strict deadlines while maintaining a high level of attention to detail.
- Experience with NAVSEA, Congress, the Navy and Department of Defense.

### REQUIRED EDUCATION / CERTIFICATIONS

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

### 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.*