United States Department of Agriculture (USDA)
Office of Public Affairs and Consumer Education (OPACE)
Position: Speech Writer
Washington, DC

Summary
This position will be located within the Congressional and Public Affairs Staff (CPAS), a division of the Office of Public Affairs and Consumer Education (OPACE). CPAS ensures critical Agency information is prepared and provided to a variety of key audiences, including Congress, the media, stakeholder groups, employees and many others. Information products include news releases and recall releases, fact sheets, the FSIS Constituent Update, reports to Congress, and speeches.

This position is being concurrently announced under Merit Promotion procedures on FSIS-2018-MMP-1046. Disabled Veterans, candidates with 3 or more years of active duty military service, and candidates eligible for special hiring authorities can apply to the Merit Promotion announcement if they meet criteria below and include supporting documents.

Learn more about this agency

Responsibilities
The incumbent will perform the following duties:

- Works with the Director in the formulation of messages, talking points, speeches, quotes, opinion pieces, employee communications, and other materials that effectively communicate Agency goals to a variety of internal and external audiences;
- Assists the Director on strategic planning to improve media, Congressional and stakeholder (including employee) relations. Recommends and develops specific communication programs and other activities designed to meet the needs of the Agency and intended national audience;
- Researches, writes, and/or coordinates messaging, briefing papers, speeches, backgrounders, talking points, memos, and other documents on key issues affecting the Agency. Documents are prepared for the Director, FSIS Administrator and Program Officials, Under Secretary, Secretary, Vice President, and President. Obtains the necessary review of documents by Agency and Department officials;
- Advises the Director and other Agency officials of the various audiences' potential reactions with regard to Agency policies and programs and recommends appropriate actions;
- Supports the food recall committee as the public affairs specialist responsible for drafting the press releases that relate to the recall of products. This responsibility rotates throughout the Public Affairs team and involves some evening and weekend support;
- Other duties as assigned.

Travel Required
Occasional travel - Based on the needs of the Program and Agency - Less than 10% per year.

Apply at: https://www.usajobs.gov/GetJob/ViewDetails/507939700