

USAID Staff Care Service Center Outreach and Communications Specialist (Full-Time) Job Description

Strategic Consulting Partners (SCP) is currently accepting expressions of interest from individuals who are available full-time to serve as outreach and communications specialists. Please submit your cover letter and resume using the SCP website portal.

About SCP

SCP is an award-winning full-service management consulting firm committed to shaping our world's future by building clients' organizational and leadership capacity. As a woman-owned small business (WOSB) since 1994, SCP has established a specialty in providing individual and organizational resilience (OR) services, including coaching, communications, consulting, and customized training services. Visit Strategic Consulting Partners (yourstrategicconsultant.com) to learn more about us.

USAID Staff Care Program

US Agency for International Development (USAID) contracts with Strategic Consulting Partners to provide USAID Organizational Resilience (OR) Program support to leaders, individuals, and teams of all sizes and configurations for the DC Headquarters and Missions worldwide.

Role

The Outreach and Communications Specialist designs and delivers a communications strategy to promote and advance the mission of the Staff Care Services/ USAID Staff Care Service Center Organizational Resilience (OR) team.

Responsibilities

In collaboration with the Organizational Resilience program lead and team, the Outreach and Communications Specialist will develop and implement communication strategies to encourage USAID staff to take advantage of programs that strengthen organizational and individual resilience. Examples of these offerings include coaching services to support clients facing challenges involving morale, interpersonal conflict, team dynamics, organizational change, and various stressors.

The Communications Specialist works virtually and in person to:

- Define communication strategies to promote positive outcomes to improve employee and team organizational and individual resilience capacities.
- Identify and leverage appropriate and effective communications channels and nurture relationships within the agency with leaders, champions, influencers, and key groups/networks to cascade communications and encourage use of the available services.
- Develop and disseminate communication collateral in a variety of media and channels.
- Develops, oversees, and implements general marketing and communication plans and campaigns; creates outreach materials for agency-wide distribution.
- Editing and formatting project reports and other documentation.
- Connects employees to communication resources, networks, groups, and services to meet their specific needs.
- Maintain timely, accurate records of activities and provide reporting, monitoring, and evaluation data on activities as required.

- Collaborate with the other Service Center staff to develop storylines to spotlight the Organizational Resilience services provided through Staff Care and attract USAID employees to program offerings.
- Participate in other activities related to Organizational Resilience program operations.
- Support other SCP projects, as required.

The Candidate

SCP is seeking a seasoned team-focused communications specialist with:

- A bachelor's degree in communications, public relations, marketing, or a similar field
- A minimum 3 years of experience working as a communications specialist or in a similar role
- Ability to think creatively about how storytelling can improve organizational and individual resilience
- Ability to work independently and drive multiple projects while planning and managing progress to milestones
- Ability to coordinate and manage contributions with collaborators, including subject matter experts, writers, editors, graphic designers, and multimedia specialists
- Excellent written and verbal communication skills (e.g., the ability to produce written materials free of grammatical errors and typos and with appropriate and tactful messaging, comfort level with facilitating meetings in a live or virtual environment)
- Expert-level use of word processing, presentation, and video conferencing software (Google Suite preferred)
- Familiarity with SharePoint and Monday.com (preferred)
- Demonstrated flexibility, cross-cultural adaptability, and willingness to work outside normal office hours
- Proximity to Washington, DC and/or Mechanicsburg, PA
- Prior Federal agency contracting experience (preferred)
- International development experience (preferred)

Work Authorization

- Employees must be eligible to work in the United States.
- Employees may be required to hold a specific security clearance depending on the work assignment.

Benefits

- Employer-paid health, disability, and life insurance
- Optional dental, vision, and AFLAC benefits
- 13 paid holidays annually
- Paid time off – accrual begins on the first day of employment
- 401k available after 90 days
- Eligible for education reimbursement

EEO Statement

SCP is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for our employees.