

Job Description

U.S. GLOBAL LEADERSHIP COALITION COMMUNICATIONS ASSOCIATE

The U.S. Global Leadership Coalition (USGLC) is seeking an experienced Communications Associate with strong writing abilities. This position will take a lead role in developing the external voice of the USGLC by crafting messages, producing written communications and doing outreach with state media. The position will report to the Communications Director and reside in Washington, D.C.

Responsibilities will include:

- **Produce Written Materials** – Be the primary writer of opinion editorials, press releases, fact sheets, talking points and other communications materials, including e-communications and regular blog postings.
- **Media Outreach and Coordination**—Develop media outreach plans for states where USGLC is expanding and growing, build relationships with reporters and bloggers in those states, create and identify media opportunities for state network leaders.
- **Electronic Communications Strategy** – Assist in developing effective e-communications strategy that builds list, customizes writing for targeted audiences and monitors results. Writing and developing effective e-communications with USGLC constituencies on consistent basis.
- **Assist Communications Director** – Provide support to the Communications Director in media outreach, news monitoring, press events and other assignments as necessary.

Position Requirements:

The position requires at least 3-5 years of media and communications experience in a non-profit, campaign, trade association, Congressional office or similar environment. Excellent writing and organization skills and strong understanding of media and on-line technologies for advocacy communications required. Knowledge of international development and foreign affairs a plus. Salary will be commensurate with experience and qualifications.

About the USGLC:

The [U.S. Global Leadership Coalition](#) (USGLC) is a broad-based influential network of 400 businesses and NGOs; national security and foreign policy experts; and business, faith-based, academic and community leaders in all 50 states who support the “smart power” approach of elevating diplomacy and development alongside defense in order to build a better, safer world.

Candidates for the position should send their resume to Beth Fellman at bfellman@usglc.org. Short listed candidates will be contacted. No calls please.