



DC COMMISSION ON
THE ARTS & HUMANITIES

Public Affairs Coordinator

Washington, DC

\$89,457 - \$115,262

[The DC Commission on the Arts and Humanities](#) (CAH) is seeking a Public Affairs Coordinator. The Public Affairs Coordinator is responsible for planning, initiating and implementing comprehensive public affairs campaigns to enhance the understanding of the Commission's programs. CAH is the designated state arts agency for the District of Columbia and is supported primarily through District government funds and in part by the National Endowment for the Arts. For the past several years, CAH has ranked number one in appropriations funding per capita among the 56 state and jurisdictional arts agencies.

Since 1968, CAH has provided arts funding that supports local artists, arts organizations, and arts activities for the benefit of the city. CAH offers grants to individuals and organizations through more than [12 distinctive grant programs](#) providing funding for general operating support, capacity building, facilities, and art and humanities education programs.

THE POSITION

The Public Affairs Coordinator has the unique opportunity to interact with some of the most creative individuals in the District of Columbia. This position offers a great opportunity to work with smart and talented people doing fun and interesting projects. The Public Affairs Coordinator will create content for all CAH communications, from media releases, newsletters and annual reports to websites and social media channels. The Public Affairs Coordinator will seek news coverage from television, radio, online and print media outlets prior to and during Commission events and will respond to requests from these outlets for interviews, stories, or other forms of coverage.

The Public Affairs Coordinator also:

- Creates content, develops and executes multi-platform marketing and outreach campaigns, including ad buys and copywriting
- Establishes a robust outreach plan that includes local print, television and radio and partnerships with creative organizations to advertise and make referrals
- Develops social media campaigns that reach diverse populations
- Initiates community-based, art-informed public messaging campaigns using District-based creative agencies representing Black, Brown, and other historically marginalized

groups to creatively share information about CAH opportunities for funding and examples of CAH-funded projects

- Evaluates information problems encountered in communicating the organization's programs and recommends resolutions
- Represents CAH in a variety of community outreach activities, meetings, and public forums, speaks to groups and individuals regarding activities and services, and participates as an active member of designated community organizations and/or committees
- Serves as the agency's public information officer (PIO)
- Fosters and maintains relationships with various internal and external stakeholders, including public information officer partners in the District and Federal government organization, to promote greater awareness of the programs and services for District residents

QUALIFICATIONS

The ideal candidate will have a Bachelor's degree, preferably in communications, public relations, journalism or marketing. Excellent communication, social media, organizational and writing skill are required. The successful candidate will possess a willingness to learn and the ability to work independently as well as in a highly collaborative environment. In addition, the qualified candidate will possess:

- Exceptional writing, editing and proofreading skills
- Strong research skills and the ability to reach independent conclusions
- Excellent communication skills with the emotional intelligence to build strong relationships
- The ability to think critically and provide sound judgement and reasoning
- A natural interest in arts, culture and current events
- The ability to work efficiently and stay organized
- Excellent interpersonal skills and integrity

TO APPLY

The DC Commission on Arts and Humanities is partnering with POLIHIRE to identify the next Public Affairs Coordinator. If interested, please submit a cover letter outlining your qualifications and your resume to: DCCAHPublicAffairs@polihire.com. Only include your name (Last, First) in the subject line.