

General Job Information

To apply, interested applicants will need to create an account at careers.dc.gov. If you experience any difficulties in viewing or applying to these job opportunities, please reach out to OIG's Office of Human Resources at recruit.oig@dc.gov.

Job Summary

This position is located in the Office of the Inspector General (OIG), External Affairs Division (EA). The OIG's mission is to promote economy, efficiency, and effectiveness and to detect and deter fraud, waste, and abuse in District government programs and operations.

The incumbent is responsible for digital content production and publishing. The incumbent designs, produces, and publishes public-facing materials (including newsletters, infographics/data visualizations, short-form video, web and social media content, and marketing materials) that translate OIG's oversight work into clear, accessible information for District residents, stakeholders, and media.

Duties and Responsibilities

The Communications Specialist is responsible for leading the creation, design, and publishing of digital and print content that enhances public understanding of OIG's work. The specialist will produce newsletters, email campaigns, social media content, press materials, videos, infographics, and web pages while ensuring compliance with Section 508/WCAG accessibility standards and maintaining agency branding. Responsibilities include managing editorial calendars, organizing digital assets, designing visual products, producing video and podcast content, and transforming technical and legal information into clear, accessible public-facing materials. The Communications Specialist will also support web content creation in Drupal, conduct pre-release quality checks, optimize content for search and analytics, and prepare comprehensive release packages for major OIG publications.

The incumbent will collaborate closely with OIG operational units, District agency partners, and the public through digital platforms and outreach campaigns. Additional duties include coordinating with IT and OCTO counterparts on web standards and metadata, monitoring engagement analytics to improve communication effectiveness, and recommending technology or process improvements. This role requires strong technical production skills, attention to detail, and the ability to convey complex oversight work through compelling narratives, visuals, and multimedia.

Performs other related duties as assigned.

Education and Qualifications

Demonstrated experience producing digital and print communications for public-sector or oversight organizations, along with demonstrated expertise in Drupal, Adobe Creative Cloud,

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multimedia production, and accessibility standards under Section 508 and WCAG. The role requires the ability to translate complex audit or evaluation material into clear public-facing content, manage multiple projects independently, and collaborate effectively with cross-functional teams under tight deadlines.

Applicants must have one (1) year of Specialized Experience at the next lower grade level.

Bachelor's degree in communications, digital media, public administration, or a related field, with advanced education or training **preferred**.

Work Environment

The work is performed in an office setting.

Other Significant Facts

The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability – Security Sensitive.

This position is classified as “Security Sensitive” due to the position’s duties and responsibilities. Security sensitive positions are positions of special trust that may be reasonably expected to affect the access to or control of activities, systems, or resources that are subject to misappropriation, malicious mischief, damage, or loss or impairment of control of communication.

“If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.”

Pay Plan, Series and Grade

CS-1001-13

Promotion Potential:

No Known Promotional Potential

Duration of Appointment

Career Service – Permanent

Collective Bargaining Unit

This position is not represented by a collective bargaining unit.

The District of Columbia Government does not discriminate in employment on the basis of race, color, religion, sex including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

Submission of a resume alone is NOT a complete application. This position may require the completion of additional form/s and/or supplemental materials. Failure to provide the required information and/or materials will result in your application not being considered for employment.

When applying for DC OIG positions, please ensure you check your spam folder after the closing date. Information regarding interviews will be sent via the OIG Recruitment email box. OIG reserves the right to deny interviews after dates have been identified, and interviews conclude.