



OFFICE OF
INSPECTOR GENERAL
U.S. DEPARTMENT OF THE INTERIOR

The Office of Inspector General (OIG) for the Department of the Interior (DOI) is seeking a highly skilled Public Affairs Specialist (Associate Inspector General), GS-1035-15, to join our team. Our office is consistently ranked as number 1 in the best places to work in the DOI and in the top 10 percent for all Federal agency subcomponent offices in the Partnership for Public Service's rankings for the best places to work in the Government. In 2019, we placed fifth among OIGs in these rankings.

The position is in the Immediate Office of the Inspector General (IG). We are an independent office functioning with the powers and duties of an agency head. We are responsible for conducting and supervising audits and investigations related to DOI programs and operations; providing leadership and coordination and recommending policies for activities designed to promote economy, efficiency, and effectiveness in their administration; and preventing fraud, waste, and mismanagement in those programs and operations.

The incumbent must deal with wide-ranging and influential audiences including Congress, the national media, consumer and special interest groups, the public, intermediaries, professional associations, and academic institutions, as well as other Federal agencies, State and local governments, and foreign organizations. Specifically, the incumbent will:

- Design and implement a congressional relations strategy for our office; this strategy would include, but not be limited to, arranging for personal contacts between senior officials and Members of Congress (and staff) that would enhance our agenda and programs and provide effective methods to promote and inform internal and external parties on our mission and accomplishments
- Independently develop and execute internal and external communication strategies for our office, including using social media to amplify our outreach through platforms like Twitter and LinkedIn
- Serve as the senior advisor to the IG, Deputy IG, and other OIG senior leaders to effectively establish and communicate our office's strategic objectives and initiatives to external audiences (as listed above)
- Serve as our spokesperson and maintain relationships with media and other external contacts
- Support our goals and mission by acquiring and maintaining a working knowledge of our work products (past and present), organizational strategies, and initiatives, and by designing and implementing effective methods to promote and inform external parties about our mission and accomplishments

- Represent us in a professional manner that supports the vision and direction of the IG and senior leadership
- Analyze information for congressional, departmental, and public interest
- Identify and define major issues, monitor appropriate committee hearings, review appropriate source material, and coordinate the preparation of materials (e.g., issue papers, briefing slides, and handouts) and suggested remarks for the OIG to make
- Arrange and facilitate meetings between our managers/staff and congressional staff concerning specific upcoming inspections and audits, inspection or audit results, investigative issues and cases, or for more general meetings between the IG and Members of Congress or congressional staff
- Receive and coordinate responses to congressional questions and concerns relating to our oversight of the DOI's programs and operations
- Stay abreast of congressional activities, including hearings and pending legislation, and provide regular alerts and briefings to the IG and senior leadership

The ideal candidate will have a minimum of 3 years of public affairs experience at the GS-15 level, preferably working in an OIG community. The candidate should have experience in planning, researching, coordinating, and producing written and visual informational materials for Congress; communicating with national media and the public; collaborating and partnering with internal or external stakeholders to gain understanding and identify areas of opportunity for engagement and messaging, as well as creating new initiatives and deliverables; developing and implementing strategic communications for an organization and tailoring communications to a targeted audience.

The candidate must meet our high ethical and integrity standards and embrace its organizational values of objectivity and independence, integrity, and getting results. The candidate must thrive in a fast-paced environment that values open communication, feedback, and constructive dialogue from all levels in the organization.

Interested applicants should send their resume and SF-50 to Teresa_hardy@doioig.gov. Resumes will be accepted until midnight on March 31, 2021.

If you have any questions regarding this posting, please contact Teresa Hardy at (202) 641-3596.