



1600 20th Street, NW • Washington, D.C. 20009 • 202/588-1000 • www.citizen.org

**POSITION – Press Officer
Communications Department**

GENERAL DESCRIPTION:

Join Public Citizen's dynamic communications team and help one of Washington, D.C.'s most agile and effective public interest watchdog groups spread its messages to media and beyond. Corporations have lobbyists; we are the people's lobbyists, representing the public in the halls of power on a variety of critical issues. We call out corporate influence and conflicts of interest in the government, fight for public health and safety, champion corporate and government accountability, and campaign for fair trade, clean and safe energy, and consumer rights. We work aggressively to get our message out in both traditional and new media. This is an opportunity to make a difference.

We are seeking a press officer to help execute the organization's media and communications strategies by drafting and editing media advisories, press releases and letters to the editor, fielding requests for interviews and information, keeping press lists up-to-date, tracking media hits, updating the website and more. We seek someone bright and nimble, with a passion for public interest work and a solid knowledge of the issues in the news. We need someone who has strong writing skills, pays keen attention to detail, can work in a fast-paced environment and enjoys collaborating with others. This person will be part of a communications team that works closely together to coordinate media outreach with social media, email activism and communication to Public Citizen members. This position reports to the Director of Communications and works closely with the Deputy Director of Communications.

RESPONSIBILITIES:

- Field media inquiries and respond to reporter needs, coordinating interviews for key Public Citizen spokespeople.
- Write and edit press releases and statements.
- Distribute press releases, notes to reporters, editorial board memos, media advisories and other materials to the media using our electronic distribution system.
- Assist in planning and executing press events, including preparing press kits and media lists, and calling journalists.
- Post Public Citizen news releases and other documents on the web.
- Promote Public Citizen issues and experts to the media.
- Help maintain and update press lists.
- Videotape and photograph Public Citizen events as needed.
- Work with interns to compile and distribute weekly media hits report to the organization.
- Write stories for Public Citizen News, the organization's award-winning membership newspaper.
- Other duties as assigned.

REQUIREMENTS:

Education: Bachelor's degree in journalism, communications or similar field.



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Knowledge: Must be familiar with how newsrooms work. Must have general knowledge of national current events, particularly relating to issues involving money in politics, health and safety, government accountability, and other major issues of the day.

Work Experience: At least three years of experience in communications, journalism or public affairs. Experience in at least one of these areas is necessary: reporting for a media outlet (traditional or online), pitching stories to major national media outlets, writing press releases, working in nonprofit communications.

Skills: Strong writing and editing abilities; strong computer skills, including proficiency in word processing and with databases; good phone presence; organized and conscientious. Ability to juggle many tasks simultaneously and under deadline pressure, and work with a wide range of people. Must enjoy working in a fast-paced and demanding environment.

SALARY AND BENEFITS:

Salary is commensurate with experience. Some of our benefits include: employer paid medical and dental, three weeks paid vacation for new employees; retirement plan and student loan program.

TO APPLY: Send a cover letter, resume and two writing samples to Angela Bradbery, Director of Communications, abradbery@citizen.org. Please put “press officer application” in the subject line.

Public Citizen is an equal opportunity employer and maintains a non-smoking workplace. Visit our website at www.citizen.org/.