

## **PR PAO Strategic Communications Staff Writer**

TMGE LLC is a small business engaged in defense and federal contracting. We are seeking talented individuals with writing skills to support strategic communications for our customers. We provide a comprehensive benefits package and very competitive salaries. TMGE is headquartered in Northern Virginia seeking to fill local area vacancies. We seek professional staff with public affairs and public relations experience. The following position description provides the details of the type of individual we would like to bring into our company.

**Staff Writer:** Uses writing and editing expertise to communicate the client's priorities to various stakeholders – both internal and external – and possesses strong skills to communicate clearly and the ability to write in a journalistic style (AP) with consistency, clarity, accuracy and brevity on a deadline basis. Able to write, edit and prioritize assignments as directed by the client. Able to perform tasks including but not limited to:

- Manage and provide daily support for quick-response tasks; articles and press releases; information products such as fact sheets, storyboards, exhibit graphics, and brochures; and all multimedia products.
- Oversee regular writer's meetings to ensure coordination of all communication efforts and align with client objectives.
- Serve as the primary content editor for all print products, ensuring adherence to established style guidelines for publication.
- Maintain an editorial calendar to manage the development and scheduled release of content.
- Produce internal communication products to publicize events and activities, as well as events that are relevant to the MCSC workforce and supported entities.
- Capture indoor/outdoor digital photos of client events and ceremonies.
- Provide caption/cutline information for images.

### **Practical experience preferred:**

To qualify for this position, a candidate should possess knowledge of Associated Press Style writing. Candidates should also be able to demonstrate proficiency in Microsoft Office and experience with Adobe Creative Suite – specifically Photoshop. Experience with DSLR cameras for capturing photos is an essential skill; experience capturing video preferred.

**Experience:** 5 years as a writer, copy editor or similar profession with AP journalism type experience.

**Education:** Bachelor's Degree in related field, i.e. Journalism, Communications, English etc.

**Security Clearance:** DOD Secret

**Position Locations:** Northern Virginia, some telecommuting and Government site