

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1528

MEMORANDUM: Human Resources/Vacancy #10

Date: July 7, 2026

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley *Everett B. Kelley* CB/DC
National President

SUBJECT: Vacancy Announcement – Communication Specialist (Digital) GS 11/12
(OPEIU) Advocacy Department

A vacancy now exists for the position of Communication Specialist (Digital) GS 11/12 (OPEIU) Advocacy Department, effective immediately. Selection to fill this vacancy will be made according to the National Executive Council's policy on hiring. The attached position description sets forth the duties, qualifications, and responsibilities of the position.

Official Station: National Headquarters

All interested applicants must submit their resume, cover letter, and work samples to: jobs@afge.org Attention: **Vacancy Announcement #10** to the Human Resources Department. Expressions of interest from **(internal candidates)** must be received by the close of business on July 15, 2026.

cc: National Executive Council

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CAREER WEBSITE)

POSITION DESCRIPTION

Department:	Advocacy Department
Location: FLSA	National Headquarters
Classification:	Exempt
Position Title:	Communications Specialist
Date of Creation:	(Digital) June 2026

CLASSIFICATION: Communications Specialist (Digital)

I. INTRODUCTION

The AFGE Advocacy Department is responsible for the continued development, maintenance, and strengthening of the Federation's ability to promote and achieve its legislative, political, and communications objectives in Congress, through the Executive Branch, and with the general public. Advocacy is an integrated team consisting of the Communications, Political and Field Mobilization, and Retirees and Education Departments.

The Communications Specialist (Digital) is located within the Advocacy Department under the National President's Office, and reports to the Director of Communications. This position is primarily focused on video production and post-production, while also supporting AFGE's broader digital communications functions including social media strategy and content creation across digital platforms. The incumbent will work in coordination with Advocacy Department staff and other National Office departments to advance AFGE's mission on behalf of federal employees and retirees.

II. MAJOR DUTIES AND RESPONSIBILITIES

Video Production and Post-Production:

1. Directs and shoots videos remotely and in-studio for a variety of audiences with minimal supervision.
2. Applies professional knowledge of lighting, audio recording, casting, and related production techniques to capture and tell compelling stories.
3. Artfully edits video content, incorporates appropriate graphics, and converts to appropriate formats for distribution; ability to include dynamic graphics and charts in video projects is required.
4. Ensures visual, audio, and graphics standards are maintained consistently across AFGE's entire video production portfolio.
5. Plans, facilitates, and operates video production equipment — including cameras, audio recorders, lighting, props, microphones, and teleprompter — on and off-site.
6. Coordinates video production and post-production processes to effectively manage project workflow, timelines, project direction, and final deliverables.

7. Balances creative requirements with schedule, budget, and resource limitations; consistently meets post-production deadlines and delivers professional, impactful video content.
8. Plans, facilitates, and operates live streaming video events for press events, rallies, protests, and other AFGE events.

Digital Communications and Social Media:

1. Develops and manages AFGE's social media strategy across platforms including YouTube, Facebook, X (Twitter), and Instagram, ensuring content is timely, on-brand, and aligned with AFGE's advocacy messaging.
2. Creates and publishes original digital content for AFGE's social media channels and website, including short-form video, reels, graphics, and other multimedia assets.
3. Monitors AFGE's social media accounts for audience engagement and tracks platform analytics to inform content and social media strategy.
4. Assists with graphic design projects for web, social media, and print in support of AFGE's communications and advocacy goals.
5. Other duties as assigned.

III. EDUCATION AND EXPERIENCE

1. Bachelor's degree in video/media or broadcast production, communications, or a related field, and a minimum of 3 years of video production and post-production experience required.
2. Must demonstrate understanding of storytelling, design, and editorial processes, as well as the ability to integrate them with high production value.
3. Demonstrated advanced ability to produce and edit short-form, advertising, and documentary-style videos, including advocacy-oriented video projects strongly desired.
4. Experience operating videography equipment both in-studio and on-location, including facilitating and managing live streaming video events strongly desired.
5. Extensive experience with Adobe Creative Suite, especially Premiere, InDesign, After Effects, and Photoshop.
6. Experience managing or contributing to social media strategy across platforms including YouTube, Facebook, X (Twitter), and Instagram; familiarity with social media analytics and scheduling tools is preferred.
7. Excellent organizational, self-management, and interpersonal skills; ability to make objective decisions independently, communicate effectively orally and in writing, and respond quickly when unexpected events demand an immediate response.

V. CONTROLS OVER WORK

The incumbent reports to the Director of Communications. The incumbent must be able to work independently with minimal supervision and recommend innovative approaches for raising AFGE's profile and member engagement. Work is reviewed in terms of the results achieved,

compliance with instructions, and timeliness, as well as quality, quantity, effectiveness, and efficiency.

VI. WORK ENVIRONMENT

This job operates in a professional environment working to establish Federation and Departmental goals. The incumbent will routinely use standard office equipment such as computers, fax machines, scanners, and phones/smartphones. Travel is occasionally required and the position may require long periods of travel. Long hours are periodically required. The employee will periodically be required to do some lifting and/or move items over 25 pounds.

VII. EEO STATEMENT

AFGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

VIII. COMPENSATION

The salary range for this position is G-11/12 (\$85,461.52 to \$133,384.29). AFGE also offers comprehensive benefits as part of the total compensation package which includes medical, dental, vision, mental health, life insurance, paid leave, 401k, pension, flexible spending accounts and financial education.