



Membership, Events and Communication Associate

Summary

The Federal City Council is seeking an Associate to support the general operations of the organization, including helping with member relationships, executing events, and managing its digital, print and event communication portfolio.

About the Federal City Council

The Federal City Council (FC2) is a 501(c)(3) membership-based organization in Washington, DC. The FC2's mission is to be a catalyst for progress in the District of Columbia by focusing the talents of Washington's civic, business and professional leaders on the major problems and opportunities that are facing the District of Columbia. For more information, please visit www.federalcitycouncil.org.

Position Description

Reporting to the Chief Operating Officer, the Associate will be responsible for the development and implementation of a membership pipeline and engagement strategy, making FC2 events a success, and identifying opportunities for communication and support in drafting and publishing content.

Responsibilities Include:

Membership Engagement

- Serve as a point of contact for the FC2's Membership Engagement Committee.
- Maintain the membership engagement tracker and dashboard; produce reports when needed.
- Support the activities of new member development and engagement strategies to broaden FC2's reach and impact.

Event Support

- Assist with the execution of key projects and strategies including all event-planning activities.
- Support in-person Hire Local DC events (DC Builds DC and Hospitality Sector Partnership quarterly convenings and hiring events) through in-person staffing and pre-event logistical support, when possible.
- Help prepare all written material for events; to include invitation production, member emails and managing event RSVP database.
- Develop event feedback surveys.
- Produce post-event reports.

Communication, Marketing, Social Media

- Develop and follow ongoing communication plan and social media schedule to ensure that events, newsletters, and programmatic updates are optimally disseminated.
- Create and implement a social media marketing strategy that includes all major social media platforms as appropriate.
- Copyedit, proofread, and revise communications as requested.
- Serve as the point of contact for website update requests.
- Draft media communications, and coordinate media outreach tracking all garnered media coverage, as needed.
- Produce well-branded PowerPoint presentations for internal and external stakeholders, as needed.
- Develop and maintain all member lists, including email distribution lists, website lists, event lists, leadership lists, etc.
- Work with Hire Local DC program staff to draft related media content aligned with monthly newsletters, event press releases, and/or social media posts.

Qualifications

- The incumbent will have 3+ years of relevant experience.
- Bachelor's degree in communication, marketing, business or non-profit management.
- Experience with and understanding of the political dynamics in the federal government, District of Columbia or the non-governmental sector is preferred but not required.
- Experience communicating with c-suite level executives is preferred.
- Experience producing materials for digital communications, social media, graphic design, and websites.
- Proficiency in Adobe Suite, Photoshop and Microsoft Office is preferred.
- Experience implementing a communications strategy via social media, earned media, and digital media, as well as at events and through other channels.
- Strong, detail-oriented organizational skills are required, as well as the ability to follow projects through to completion.
- Outstanding verbal and written communication skills.
- Outstanding critical thinking skills.
- Strong passion for contributing to the mission of the FC2.
- Motivated self-starter; able to take initiative and as well as work as a team.
- Ability to work under pressure, meet deadlines and handle multiple projects.

How to Apply

Please send a resume and a letter of interest to Melissa Crawford, Chief Operating Officer, Federal City Council (<mailto:mcrawford@federalcitycouncil.org>). The deadline for applications is Friday, March 21, 2025.

Compensation

This salary range is between \$80,000 and \$100,000 with competitive benefits.

The Federal City Council is an equal opportunity employer, and all qualified applicants will be afforded equal employment opportunities without discrimination because of actual or perceived race, color, national origin, sex, age, religion, disability, marital status, personal appearance, sexual orientation, gender identity or expression, political affiliation, or genetic information.