

## **VACANCY ANNOUNCEMENT**

### **MEDIA SPECIALIST**

January 21, 2026

The position of Media Specialist is available in the National Office of the National Treasury Employees Union (NTEU). The position is in the bargaining unit and has a career ladder on the NTEU pay scale of Grade 9, 10, 11, 12, 13.

The Media Specialist is responsible for drafting news releases, talking points for media calls, researching news coverage, developing strategies to get NTEU's message out in op-eds, letters to the editor, pitch letters, social media and other vehicles. The Media Specialist will be charged with maintaining media lists, developing a thorough knowledge of reporters covering NTEU issues, following coverage of those issues and ensuring that NTEU's message is included in appropriate outlets. This position will be responsible for organizing media briefings and media coverage at events, as well as overseeing public service campaigns. The Media Specialist will also draft copy for the NTEU Bulletin, news releases, electronic newsletters, web sites, fliers, brochures, marketing materials and other communications as needed. This position is responsible for posting news releases to the web site and maintaining the Media Center page on the web site. Strong organizational skills, clean copy, editing skills and the ability to work under tight deadline pressure a must.

The position requires the following: minimum 15 years' experience in the communications field and a demonstrated knowledge of public relations, media relations and news writing, editing and writing for online media; project management skills and a demonstrated knowledge of social networking sites and producing videos. No travel is required.

Send resume and appropriate work samples by February 4, 2026 to:

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