



**National Science Foundation  
4201 Wilson Boulevard  
Arlington, Virginia 22230**

**LPA 13-001**

**Dear Colleague Letter: Office of Legislative and Public Affairs (OLPA), Office of the Director - Employment Opportunities for Public Affairs Specialist**

Date: February 13, 2013

The Office of Legislative and Public Affairs (OLPA), Office of the Director at the National Science Foundation (NSF) announces an opportunity for a strong writer, team player, and experienced media officer to serve as a Public Affairs Specialist. Candidates should demonstrate experience with both print and electronic media, strategic communications, and general public affairs experience.

The Office of Legislative and Public Affairs (OLPA) communicates information about the activities, programs, research results and policies of the National Science Foundation. OLPA employs a wide variety of tools and techniques to engage the general public and selected audiences including Congress, the news media, state and local governments, other Federal agencies, and the research and education communities.

The NSF Public Affairs Specialist will develop and formulate communication strategies to promote NSF's science, engineering and education activities. Work includes: developing communications plans, writing press releases, articles, scripts, talking points and other material to promote the research supported by NSF and to support NSF's mission, initiate and oversee the design and production of multimedia products to support science communications; develop strategic communications plans that include advanced metrics; collaborate with communications colleagues at academic institutions, scientific and professional societies, and other federal entities to promote the research supported by NSF; serve as an advisor to directorate staff; and serve as an NSF-wide communications consultant in identifying content for communication products and services consistent with NSF policies and views.

Qualifications requirements include developing communication strategies and products for an organization; writing and editing press releases, articles and other written communication materials concerning scientific subjects related to the organization's programs; writing and editing speeches and talking points for public events, press conferences and other such appearances; providing authoritative advice to senior management for improving the delivery of program information; and experience using the Internet, social media, and/or web pages to communicate information to the public and media. Other requirements include experience with a science or engineering organization developing and implementing integrated communications strategies to promote basic research about science, technology, and engineering to a variety of audiences and stakeholders.

The Public Affairs Specialist positions recruited under this announcement may be filled under the following assignment option:

**Intergovernmental Personnel Act (IPA) Assignment.** Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides funding toward the assignee's salary and benefits. Initial IPA assignments are made for a one-year period and may be extended by mutual agreement.

Should you or your colleagues be interested in this position, please contact Ms. Judy Hayden ([jhayden@nsf.gov](mailto:jhayden@nsf.gov)). Applications will be reviewed immediately and the position will remain open until filled.

For additional information on NSF's rotational programs, please see "Programs for Scientists, Engineers and Educators" on the NSF website at [http://www.nsf.gov/about/career\\_opps/rotators/index.jsp](http://www.nsf.gov/about/career_opps/rotators/index.jsp).

How to Apply: Please submit a cover letter and curriculum vitae or resume to:

Judy Hayden  
Staff Associate for Operation  
Office of Legislative and Public Affairs  
National Science Foundation  
4201 Wilson Boulevard, Suite 1245  
Arlington, Virginia 22230  
Phone: 703-292-7363  
[jhayden@nsf.gov](mailto:jhayden@nsf.gov)