



## Job Description

### About Us:

IMSOLUTIONS, LLC (IMS) specializes in providing management and cost analysis support to government and commercial agencies. Our consultants have extensive experience working with the Department of Defense (DoD), Department of Treasury, USAID and other federal agencies. We have supported projects ranging from the acquisition of major weapon systems to the re-engineering of organizational operations. IMS has experience with working effectively at all levels of the organizational team including Integrated Product Teams (IPT).

Our Mission is to establish a flexible, best value, solution oriented organization which provides quality and innovation management support services that will result in value added solutions and satisfied customers.

### Reference ID:

**Company:**  
IMSolutions, LLC

**Location:**  
Washington DC

**Status:**  
Employee, Exempt

## Senior Communications Officer

### Position Description:

Coordinate public affairs and press responses to increase engagement and outreach with media and other external stakeholders on behalf of OAPA and USAID. Work with USAID staff in the Pakistan and Afghanistan Missions and OAPA to proactively prepare information about USAID's program in those countries for external audiences in the U.S. including, but not limited to, U.S. and international media outlets, government auditors, USAID online publications, public events, etc. Communication products could include speeches, talking points, press releases and media advisories, fact sheets, online website updates, social media posts, press guidance, infographics, briefing papers, etc. Work with USAID/Legislative and Public Affairs to prepare Agency and OAPA leadership for press interviews and responses regarding USAID's programs in Afghanistan and Pakistan.

## Contact Information

**Company:**  
IMSolutions, LLC

**Address:**  
3600 Pointe Center  
Court, Suite 200  
Dumfries, Virginia 22026

**Email:**  
[careers@imsolutionsllc.com](mailto:careers@imsolutionsllc.com)

**Phone:**  
703.221.2685

**Fax:**  
703.221.2755

**Experience / Educational Background:**

MA/MS in Business Administration, Management, Communications or relevant field; Minimum 6 years of related field

**Skills Required:**

Experience conducting public affairs and outreach for a federal agency, NGO, or congressional office.

Demonstrated knowledge and experience producing materials explaining complex U.S. foreign assistance programs or policy in areas of international conflict or tension to a variety of audiences and external stakeholders, which may include the media, U.S. Congress, American public, government auditors, and USG leadership.

Skill in producing high quality, responsive informational products under very tight deadlines, including speeches, press releases, media advisories, fact sheets, talking points, briefing memos, and press guidance.

Maintain extensive and actionable knowledge of development and foreign policy challenges in Afghanistan and Pakistan, including the information required to inform press strategies and approaches.

**SECRET Clearance Required**

We offer a competitive salary, excellent benefits, and exceptional opportunities to develop a rewarding career. For immediate consideration, please email your resume to [info@imsolutionsllc.com](mailto:info@imsolutionsllc.com) or fax to (703) 221-2755.