



NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VA 22230

Title: Office of Legislative and Public Affairs (OLPA), Public Affairs Specialist  
Employment Opportunities--Dear Colleague Letter

Date: April 29, 2004

Dear Colleague:

The Office of Legislative and Public Affairs (OLPA) announces a nationwide search for a strong writer, team player, and experienced media officer to serve temporarily as a Government Public Affairs Specialist. Two positions are available: one in the Computer and Information Sciences Directorate; and one in the Biological Sciences Directorate at the National Science Foundation (NSF). Candidates should demonstrate experience with both print and electronic media, and public affairs experience. Familiarity with multi-media trends – including graphics and web-based communications – is a strong plus.

The Office of Legislative and Public Affairs (OLPA) develops, coordinates and communicates information about the mission, goals, and policies of the National Science Foundation. Using mass media and other communications channels, OLPA publicizes the Foundation's programs, policies, and activities in science and engineering research and education to specialized audiences – including Congress, state and local governments, other Federal agencies, and the research and education communities – and to the general public. Please visit our web site at <http://www.nsf.gov/od/lpa/>

NSF Public Affairs Specialist will work in a team environment to develop and implement print and electronic media plans; initiate, write, and disseminate new materials to regional, national, and international media; arrange interviews, press conferences, and other media events; develop web content; and collaborate closely with colleagues in NSF and in other research-oriented institution.

Qualification requirements include demonstrated interpersonal skills and news judgment, at least three years of news writing and medial relations experience (preferably in communicating science to the general public). Other required qualifications include an advanced degree in communications or related field, personal interest or ability to learn the subject matter, and an ability to transform complex scientific concepts into information aimed at the general public and knowledge of the Federal legislative process, and a willingness to embrace evolving trends toward multi-media outreach.

The Public Affairs Specialist positions recruited under this announcement may be filled under the following appointment 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 the search committee coordinator, Ms. Darla Clark ([daclark@nsf.gov](mailto:daclark@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 [www.nsf.gov/jobs](http://www.nsf.gov/jobs).

Applications and questions concerning Public Affairs Specialist positions should be directed to:

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