



**Media Manager**  
**Teamsters Headquarters, Washington DC**

Founded in 1903, the International Brotherhood of Teamsters is North America's strongest union, representing more than 1.3 million hardworking people in the U.S., Canada, and Puerto Rico.

The Strategic Initiatives Department is integral to the Teamsters' mission, overseeing communications, research, economics, capital strategies, and the Teamsters History Project. The department equips Teamsters affiliates with essential resources to excel in organizing, public relations, contract campaigns, audience expansion, and enhancing public perception.

**Position Summary:**

The Media Manager serves as a spokesperson for the International Union and plays a crucial role in shaping the union's public image. This position manages a daily workflow as well as the planning and completion of long-term media strategies, initiatives, and campaigns. The Media Manager reports directly to the Assistant Director for Communications. Based in Washington, DC, this position operates full-time and in-person from the union's headquarters.

**Duties and Responsibilities:**

- ***Media Strategy and Management:***
  - Organizes news conferences, media events, interviews, and outreach efforts.
  - Prepares press materials and handles media inquiries effectively.
  - Develops and executes comprehensive media strategies, initiatives, and campaigns.
- ***Content Creation and Publication:***
  - Researches, writes, and edits articles, news releases, advisories, and talking points.
  - Collaborates with International Union departments, divisions, and affiliates to produce communications materials.
  - Assists in strategic planning for department publications.
- ***Executive Support and Coordination:***
  - Drafts correspondence for the General President and General Secretary-Treasurer
  - Composes speeches and talking points for Teamsters officials and affiliates.
  - Trains members and leaders as spokespersons and facilitates mock interviews.
- ***Administrative Responsibilities:***

- Attends meetings, conferences, and events.
- Performs other duties as assigned by the Director, Assistant Director, or their designee.
- Assists in management of media coordinators.

This role demands a dynamic individual with strong writing and verbal communication skills, strategic acumen, and a deep commitment to advancing the interest of workers represented by the Teamsters. The Media Manager will contribute significantly to enhancing the visibility, credibility, and impact of the Teamsters through effective media management and strategic communications.

**Education and Experience:**

- Bachelor’s degree in media, communications, marketing, business administration, or a related field
- Post-graduate degree in journalism preferred.
- 3-5 years of experience as a media manager, media director, media planner, or a similar role.
- Union experience preferred.
- Ability to demonstrate sound discretion, particularly of a political nature, as well as confidentiality and good judgment to navigate high visibility issues.
- Ability to perform complex tasks and determine proper course of action considering multiple variables.
- Familiarity with various social, digital, and print media platforms.
- Good time management and organizational skills.
- Ability to work under pressure and manage strict deadlines and stressful situations.
- Strong analytical and problem-solving skills.
- Detail-oriented and highly motivated individual.
- Ability to conduct in-depth research.
- A team player and possessing the ability to work independently.
- Ability to travel as necessary.

Starting salary range is \$110,000 - \$140,000, dependent on experience, with a strong benefits package including FICA reimbursement, 100% employer-paid health and welfare plan, union pension, 401(k), FSA, and vacation and sick leave.

The Teamsters is an Equal Opportunity Employer, and strongly encourages women, people of color, LGBTQ individuals, and candidates with diverse backgrounds and life experiences to apply.

To apply, please submit a cover letter and resume to Snjez Arthur at sarthur@teamster.org, Subject: “Media Manager position.” No phone calls, please.