

**MANHATTAN BOROUGH PRESIDENT’S OFFICE
JOB VACANCY NOTICE**

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| CIVIL SERVICE TITLE: Public Information Officer | OFFICE TITLE: Press Secretary |
| DIVISION/WORK UNIT: Press | SALARY: \$80,000 - \$86,000 |
| HOURS: 35 hours per week. Weekend and evening work hours may be required | WORK LOCATION : One Centre Street, New York, NY 10007 |

JOB DESCRIPTION

Manhattan Borough President Gale A. Brewer seeks a Press Secretary to join her energetic and collaborative communications team.

The person in this position will report to the Communications Director and regularly collaborate with the others on the team-- speechwriter, digital media director—and with Events, Land Use, Community Affairs, and Policy teams, as well as the B.P. herself.

The press secretary will be responsible for a wide range of day-to-day communications work including public remarks, news releases, quotes, email blasts, web and social media copy, along with occasional correspondence and publications. World-class multi-tasking skill is essential. S/he will be the office’s primary media contact and comfortable and experienced at speaking on the record to members of the media.

The successful candidate will likely have previous experience with journalism or public relations / media relations in a government or political context, or through a local news outlet or NGO lens. Must be able to demonstrate a working knowledge of New York City’s local government and media environments.

MINIMUM QUALIFICATIONS

1. A baccalaureate degree from an accredited college and 3-4 years of experience in **communications, journalism, public relations, government, and/or other community-centered activities** related to the duties described above; or
2. High school graduation or equivalent and 5-6 years of experience in **journalism, public relations, government, and/or other community-centered activities** related to the duties described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least two years of experience as described in "1" above.

PREFERRED/QUALIFICATIONS/SKILLS/EXPERIENCE

- A Bachelor’s degree.
- Solid, speedy writing skills, both short-form and long (ie, op-ed pieces, editing testimony) while understanding the differences in audiences and communication channels
- Experienced handling incoming media inquiries and managing media events
- Helping update and maintain the official website and assisting with social media postings
- Assist with special events as needed (occasional nights and weekends)
- Experience with video or audio writing, producing, and editing a plus
- Knowledge of government/education/nonprofit ecosystems-- preferably in NYC.
- Ability to collaborate with good humor and multi-task from high-end creative work to repetitive digital maintenance work
- Software tags: Mailchimp, Microsoft Office, Wordpress, Livestream, Facebook, Twitter, Instagram
- Literacy in Spanish or Chinese is a plus
- This is not an entry-level position.

TO APPLY

Please send a cover letter, resume, and two writing samples (one short-form release or statement, one long-form testimony or opinion piece), plus any web urls or twitter feeds you were primarily responsible for (even a series of posts pasted from those sources would be fine) IN A SINGLE PDF OR WORD DOCUMENT.

Send to: resumes@manhatanbp.nyc.gov

Only candidates being considered will be contacted.

The City of New York is an Equal Employment Opportunity Employer. The Office of the Manhattan Borough President is committed to engaging a diverse workforce. People of color, women, LGBT people, veterans, and people with disabilities are encouraged to apply.

New York City residency is required

POSTING DATE: 2/3/2020