

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

CIVIL SERVICE TITLE: Public Information Officer	OFFICE TITLE: Press Secretary
DIVISION/WORK UNIT: Press	SALARY: \$80,000
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 be the office's primary media contact and should be comfortable speaking on the record to members of the media.

The press secretary will be responsible for organizing news conferences and regularly staffing the B.P. at public events, and will be part of a four-person communications team on a range of day-to-day communications work including public remarks, press releases, quotes, email blasts, web writing, social media copy, correspondence, and publications.

The Press Secretary will report to the Communications Director and regularly collaborate with the Communications, Events, Land Use, Community Affairs, and Policy teams, as well as the B.P. herself.

The successful candidate will likely have previous experience with journalism or public relations / media relations in a government, NGO, or political context, and will be used to multi-tasking several projects at once; and will 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 (i.e., op-ed pieces, editing testimony) while understanding the differences in audiences and communication channels
- Experience handling incoming media inquiries and managing media events
- Executing regular email blasts (and manage lists for same)
- Helping update and maintain the official website and assisting with social media postings
- Assist with special events as needed (occasional nights and weekends)
- Video/audio writing, producing, and editing
- 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
- Literacy in Spanish or Chinese is a plus
- This is not an entry-level position.

TO APPLY

Interested candidates must complete both of the following steps:

1. 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).
Send to: resumes@manhatanbp.nyc.gov
2. Apply for the position on the NYC Careers Website:
 - City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess> and clicking on Recruiting Activities/Careers and searching for Job ID# 378233
 - Non-City Applicants may apply by going to www.nyc.gov/careers/search and searching for Job ID# 378233

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