

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

<b>CIVIL SERVICE TITLE: Administrative Public Information Specialist</b>	<b>OFFICE TITLE: Speechwriter</b>
<b>DIVISION/WORK UNIT: Press</b>	<b>SALARY: \$70,000 - \$75,000</b>
<b>HOURS: 35 hours per week. Weekend and evening work hours may be required</b>	<b>WORK LOCATION : One Centre Street, New York, NY 10007</b>

**JOB DESCRIPTION**

Manhattan Borough President Gale A. Brewer seeks an experienced, adroit **speechwriter** to write and edit speeches, reports, and other public-facing material to be part of her energetic, collaborative communications team. The Speechwriter reports to the Director of Communications, and works closely with the Press Secretary and Deputy Press Secretary and the office's policy staff at large to execute overall strategy.

The person in this role is responsible for copy for various outreach purposes, particularly...

- Brief remarks and long-form speeches (on topics high and low)
- Policy reports that need translation from wonk-speak in the first draft, and become cogent and memorable when you finish with them
- Web copy that is appropriately informal and yet informative
- Congratulatory letters and ceremonial proclamations

**MINIMUM QUALIFICATIONS**

1. A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus (5) years of full-time paid experience in journalism, or advertising, including two (2) years in an administrative, supervisory or consultative capacity; OR
2. A combination of education and /or experience which is equivalent to “1” above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.

**PREFERRED/QUALIFICATIONS/SKILLS/EXPERIENCE**

- Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience.
- Self-starter with superb time management (you know when you’re going to be underwater before you actually are)
- Ability to write quickly, and often subtly, for the diverse audiences we face (that’s why we said “adroit” above)
- Sense of humor and presence of mind that stays intact under deadline
- If you have experience running a college paper, or founding a non-profit’s content-driven website, or have managed the communications function on a political campaign and want to keep writing every day—this is a great job.
- There will be a writing test
- You’ll need to be available for occasional evening and weekend hours to meet the workload.
- Spanish or Chinese language skills a huge plus.

**TO APPLY**

Interested candidates must complete both of the following steps:

1. Email a cover letter, resume, IN ONE DOCUMENT ATTACHMENT(word or PDF) to resumes@manhattanbp.nyc.gov with **“Speechwriter”** in the subject line, **AND**
2. Non-City Employees: Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID# 401482  
City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for Job ID# 401482

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration 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**