

**City of New York**  
**Department of Information Technology and Telecommunications**  
**Job Posting Notice**

<b>Civil Service Title:</b> Business Promotion Coordinator	<b>Level:</b> 01
<b>Title Code No:</b> 60860	<b>Salary:</b> \$37,318/\$42,916 - \$60,000
<b>Business Title:</b> MOME Marketing/Communications Associate	<b>Work Location:</b> NY, NY
<b>Division/Work Unit:</b> Mayor's Office of Media & Entertainment	<b>Number of Positions:</b> 1
<b>Job ID:</b> 183507	<b>Hours/Shift:</b> Day - Due to the necessary support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or nights/evenings.

**Job Description**  
**(New York City Residency required within 90 days of appointment)**

DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

The Mayor's Office of Media and Entertainment (MOME) is comprised of the Office of Film, Theatre and Broadcasting and NYC Media, with a mission to develop the City's diverse media functions and enhance government communications by making information more accessible to the public.

The successful candidate will serve as a Marketing/Communications Associate reporting to the Mayor's Office of Media & Entertainment (MOME). Responsibilities will include: Administer the "Made in NY" marketing credit program; analyze and traffick collateral materials from design through execution; liaise with studios, networks, NYC & Company and City Hall to obtain approvals; ensure materials meet all design, approval, print and delivery deadlines; work with internal design, legal, marketing and communications departments as well as with external agencies and partners on approvals; write promotional copy for MoME programs, collaterals, event invitations and website; write and copyedit official language from MOME press releases, advisories, statements, and letters; liaise with vendors to procure promotional product; assist with all elements of event management from planning through promotion and on-site execution for MoME events; and perform special projects and initiatives as assigned.

**Minimum Qualification Requirements**

1. A masters degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science;
- or-
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
  - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
  - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
  - c. economic, market or site research and analysis for business and neighborhood development; or
  - d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs;
- or-
3. An associate degree or 60 semester credits from an accredited college and three years of full-time satisfactory experience as described in 2 above;
- or-
4. A satisfactory combination of education and experience which is equivalent to 1, 2, or 3 above. However, all candidates must have least 60 semester credits from an accredited college or university.

**Preferred Skills**

The successful candidate should possess the following: Knowledge of New York City Press Corp, media outlets including traditional print media and digital outlets; knowledge of City government with at least 2+ years experience working in communications; proficiency in Microsoft Word, Excel and Powerpoint with a working knowledge of Photoshop; strong knowledge of digital media (Facebook, Twitter, foursquare, Tumblr); outstanding collaboration skills; strong written and verbal communication skills; excellent analytic, organization, presentation and facilitation skills; and the ability to handle multiple tasks under tight deadlines.

**To Apply**

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #183507  
 For all other applicants, please go to [www.nyc.gov/jobs/search](http://www.nyc.gov/jobs/search) and search for Job ID #183507

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:  
 Department of Information Technology and Telecommunications (DoITT)  
 Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW  
 APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

<b>Posting Date:</b> February 6, 2015	<b>Post Until:</b> Filled
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