

Manhattan Borough President's Office Press Secretary

The office of Manhattan Borough President Gale A. Brewer seeks a Press Secretary to be part of her busy team. The Press Secretary reports to the Communications Director, but will work closely with Policy, Budget, and other staff to help execute overall communications strategies.

The Press Secretary is the primary point of contact for reporters/editors seeking comment. She/he will also write releases, talking points, remarks and occasional speeches, and help coordinate workflow with other members of the communications shop—a digital strategist and managing editor.

Strong and speedy written, verbal (and even visual) communications skills are what's needed—yes, we need to see three writing samples: a release, a set of points that YOU wrote in the voice of a principal, and a 200-ish word set of remarks on a single topic.

Experience working directly with a chief executive, elected official, or other public-facing principal with a demanding schedule highly desirable, as is an understanding of New York City government and its constituencies-- but another kind of significant governmental or public policy experience could suffice.

Specific job requirements include:

- At least 5 years of relevant work experience and a demonstrable record of responding to press inquiries and originating and placing stories;
- News junkie—stays on top of the NYC news cycles;
- Strong writing and editing skill and good editorial judgment;
- Superior project management skills—deals well with a fast-paced environment—and can juggle multiple projects and deadlines with ease;
- Enough flexibility to accommodate sometimes irregular and often early or late work hours;
- Bachelor's degree required; Spanish-speaker a plus.

Compensation:

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

Application Process:

Interested candidates should email a cover letter, resume, and the writing samples mentioned above in a single PDF or Word document to resumes@manhattanbp.org with "Press Secretary" in the subject line. Multiple attachments say you haven't read this posting and thus lack the kind of attention to detail we need!

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

The City of New York is an Equal Employment Opportunity Employer