

Job Vacancy Notice #136-2023-565615

Civil Service Title: Director of Planning and Field Services	Agency Title: Director of Communications
Title Code No. 95881	Salary: Min: \$90,000 - \$108,000 per annum, commensurate with experience/negotiable
Location: 1 Centre Street, 9th Floor North, New York, NY 10007	Schedule: Full Time
Post Date: 12/22/2022	Post Until: Filled

The Agency

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 37,500 designated buildings and sites in New York City, most of which are located in 152 historic districts across in all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

The Team

The Director of Communications is a key member of LPC's Executive team, working very closely with the Chair and Executive Director, and serves as the public-facing spokesperson to the media and works closely with LPC departments on agency initiatives.

Your Impact

The Director of Communications implements the overall strategy for all agency communications, Web site, social media, and press relations, plans and manages the production of all external materials and publications; develops and pitches story ideas to the media; and serves as spokesperson to the media and the public working closely with staff on a variety of agency initiatives.

Your Responsibilities

Reporting to the Executive Director, the Director of Communications is responsible for:

- Developing, implementing, and evaluating the annual communications plan to achieve strategic and operational objectives;
- Planning media strategy around strategic initiatives, issues, and events;
- Assuring consistent communication of agency initiatives and mission to all constituencies, both internal and external;
- Cultivating and building relationships with members of the media, serving as a primary point of contact for all media;

- Developing and pitching story ideas on a variety of agency initiatives and actions, and serving as chief speechwriter for the Chair;
- Developing talking points and statements for dissemination to staff, media, and the public, and serving as the public-facing spokesperson to the media;
- Managing the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, press releases, social media platforms, brochures, Web site, email newsletters, and ;
- Leading the generation of online content that engages a broad audience;
- Coordinating website maintenance with OTI, ensuring that new and consistent information (links, stories, events, etc.) is posted regularly
- Serving as LPC's Language Access Coordinator.

Qualification Requirements

1. A Baccalaureate degree from an accredited college or university with 24 semester credits in English, journalism, public relations, communications, marketing, business administration, or political science, plus five (5) years of full-time paid experience in public relations, journalism, advertising, communications or marketing, including two (2) years in a managerial, administrative, supervisory or consultative capacity.

Preferred Skills

The ideal candidate will be professional, responsible, well-organized, and punctual, and possesses:

- Master's degree in the aforementioned areas of study strongly preferred
- 5 years of communications experience, ideally within a governmental entity.
- Excellent writing, editing, and oral communication skills;
- The ability to transform complex, technical information into clear and concise, easy-to-understand language, and disseminate it to the right audiences through the best distribution channels is critical.
- Experience developing and implementing communications strategies for organizations or NYC agencies in comparable operating environment;
- An understanding of New York City's urban planning, real estate, land use and historic preservation environment.
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently;
- Highly collaborative style, high energy, maturity, and leadership;
- Self-starter, ability to work independently;
- Demonstrated successful experience writing press releases and interacting with media;
- Familiarity with New York City and national media;
- Enthusiasm for, and experience with, developing social media strategies and content;
- Expertise and experience handling sensitive and controversial issues;
- Experience managing multiple assignments in short timeframes while delivering high-quality results.

How to Apply

Please submit resume and cover letter to: NYC Careers at <https://a127-jobs.nyc.gov/>

Current City employees must apply through Employee Self Service (ESS) at <http://cityshare.nycnet/ess> , under Recruiting Activities/Careers/136-2023-565615

Please Note

- The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.
- If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.
- Final appointment is subject to approval by the Office of Management and Budget.
- As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

LOAN FORGIVENESS: The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with LPC qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [Public Service Loan Forgiveness | Federal Student Aid](#)

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!