

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781- 23-054**

CIVIL SERVICE TITLE: Press Officer	TITLE CODE NO.: 60874
OFFICE TITLE: Director of Communications	SALARY: Hiring Rate: \$64,922 Incumbent: \$70,011 Maximum: \$173,486
DIVISION/WORK UNIT: Office of the Commissioner	WORK LOCATION: 33 Beaver Street, 23 rd Floor New York, NY 10004
HOURS: 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION

The NYC Department of Probation (DOP) is a world leader in working creatively and effectively engaging with people under court-mandated community supervision. Through innovative partnerships with people and organizations throughout the New York City, DOP provides opportunities for those on probation to access services and opportunities that positively impact their life trajectory. Following the best current data on “what works,” staff at DOP engage in meaningful relationships with those on probation to enhance community safety and decrease recidivism.

The Department is recruiting for a Director of Communications who, working in close coordination with the Mayor’s Press Office, with wide latitude for the exercise of independent action and decision-making, will develop and manage the agency’s communications as it relates to press and public information. The duties and responsibilities include but are not limited to the following:

- Responsible for developing and overseeing all strategy for communication with the public, the press, and other organizations
- Conceiving and implementing a broad strategic public affairs plan and determining the most effective communications, public education, and engagement tactics
- Shaping the language, images, and multimedia that represent DOP and its work compellingly, convincingly, and accurately. Ensuring consistent, clear messaging across all modes of communication, including traditional and new media, in-depth analytic reports, op-eds, fact sheets, testimony, text for video and podcasts, speeches, proposals, and presentations
- Managing media relations, including story development, media targeting, pitching, and relationship management. Planning proactive media campaigns and outreach, as well as rapid-response work in reaction to breaking news. Monitoring the media for opportunities to engage.
- Daily responsibilities include responding to inquiries from reporters, coordinating content on the DOP public website, intranet, and social media, disseminating information concerning DOP activities and programming

PREFERRED REQUIREMENTS

- A baccalaureate from an accredited college/university. A minimum of five (5) years of full-time, relevant professional experience in public affairs and/or journalism. Advanced degree in a relevant field preferred.
- Outstanding written and communication skills, including proven ability to translate complex social science research and recommendations into engaging documents targeted to experts and practitioners, decision makers, journalists, and the public.
- Knowledge of the criminal and juvenile justice systems in New York City preferred.
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a fast-paced and team environment, paying close attention to detail, meeting deadlines, and working well under pressure.
- Effective and creative management skills, which includes leadership ability with the capacity to work both independently and cooperatively to effect key strategies

Note:

New York City Residency is not required for this position; however, you must reside in New York State.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

POST DATE: March 23, 2023

POST UNTIL: Filled

JVN# 781- 23 - 054

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.

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOP 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: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.