

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

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| Civil Service Title: Community Coordinator | Salary: \$55,000 - \$60,000 (Annual) |
| Office Title: Assistant Press Secretary | Work Location: One Centre Street, NY, NY 10007 |
| Division/Work Unit: Press | Work Hours: 35 Hours per week. Evening and weekend work may be required. |

JOB DESCRIPTION

Manhattan Borough President Gale A. Brewer seeks an Assistant Press Secretary to be part of her energetic and collaborative communications team.

The person in this position will collaborate with the rest of the Communications team across a range of public-facing media tasks from writing remarks, releases, and quotes to helping manage the office’s digital media profile on Twitter, Facebook, email blasts, and the website.

The Assistant Press Secretary will report to the Communications Director, and work closely with the Press Secretary, the B.P.’s Community Affairs staff, and the B.P. herself to help execute overall communications goals.

This is a great spot for someone who has written a range of content for governmental, political, journalistic or activist nonprofit entities; detail-oriented and experienced at multi-tasking several project-management tasks at once; and has a working knowledge of New York City governmental infrastructure.

Demonstrable experience with as many of the following tasks as possible:

- Scheduling social media posts in advance on Twitter and Facebook;
- Executing regular email blasts (and manage lists for same)
- Regularly update and maintaining a website
- Assist with special events as needed (occasional nights and weekends with comp time)
- Video/audio writing, producing, recording and editing
Knowledge of government/education/nonprofit ecosystems-- preferably in NYC.
- Ability to collaborate with good humor and multi-task from high-end creative work to repetitive digital maintenance work
- Spanish language literacy a big plus

MINIMUM QUALIFICATIONS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PREFERRED QUALIFICATIONS

- From zero to 2 years of relevant work experience desirable (excellent college- paper experience fine); and a demonstrated record of successful media projects (press events, hearings, press kits, research projects);
- Strong writing skills, deadline orientation, and editorial judgment;
- Flexibility to accommodate irregular and sometimes long work hours.

Please send a cover letter (and please include social media handles of accounts you may have been largely responsible for), resume, and two writing samples (one long and one short—please do NOT send tweets).

Software/App tags: Twitter, Facebook, Flickr, Livestream, TeamSite CMS, WordPress, Adobe CS (current version), Final Cut Pro, MailChimp, Excel, CiviCRM, Google Analytics, Facebook Audiences, Eventbrite, Windows, OSX, Microsoft Office. MORE?

We are a dual PC and Mac shop.

TO APPLY

Interested candidates must do the following steps:

1. Email a cover letter, resume, and two writing samples (each no longer than 2 pages) in a single PDF document to resumes@manhattanbp.nyc.gov with **“Assistant Press Secretary”** in the subject line
2. **Non-City Employees:** Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID#342447

City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for Job ID#342447

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

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