

NEW YORK CITY COUNCIL JOB POSTING

Position	Press Officer	Work Hours	9:00am to 5:00pm
Division	Communications	Open Date	11/14/16
Number of Positions	1	Close Date	Until Filled

DUTIES AND RESPONSIBILITIES

The New York City Council, the City's legislative body, is seeking to fill the position of Press Officer in the Communications Division.

The responsibilities of this position include:

- Provides strategic communications guidance and assistance to Committees and Members.
- Works with Council Committees to develop and strategically publicize committee hearings and legislative efforts.
- Attends task force and committee meetings and hearings as appropriate. Drafts and edits releases, op-editorials, letters to the editor and talking points.
- Under Press Secretary guidance, pitches stories on committee and Member issues to reporters as appropriate.
- Handles the day-to-day media relations for Council Communications Office.

REQUIREMENTS

Applicants must possess excellent academic credentials, superior writing skills, interpersonal skills, research, organizational and analytical skills. Ideal candidate would be proficient in or able to learn basic web content management skills. The position demands individuals who are capable of working in a fast paced environment with short deadlines. Experience in public affairs, communications or political science is preferred. Bilingual, English/Spanish is a plus.

New York City residency is required within 90 days of employment.

Salary commensurate with experience.

HOW TO APPLY

Qualified candidates should forward a cover letter, resume and writing sample to:

MAIL: New York City Council
Administrative Services
Attn: Recruiting Unit/POJOB
250 Broadway, 16th Floor
New York, NY 10007

FAX: (212) 791-5266

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
