

Job Opening
November 2013

JOB TITLE: Press Secretary, NYC
DEPARTMENT: Public Affairs

LOCATION: New York City

BASIC FUNCTION:

This position is for a mid level communications strategist to be based in ESD's New York City Office and assist in all aspects of the operations of the Public Affairs Department.

WORK PERFORMED:

- Coordinate New York City communications strategy
- Write and disseminate press releases and media advisories on ESD-related news
- Write speeches, testimony, talking points, and material for public presentations for staff
- Serve as agency spokesperson proactively "pitching" stories and responding to media inquiries
- Organize press conferences and public events on behalf of ESD and the Administration
- Coordinate with the Governor's press office
- Accompany ESD Leadership/Staff on speaking engagements
- Coordinate crisis management related to breaking news
- Develop and maintain relationships with city and state media
- Assist in updating ESD websites
- Assist in the drafting and dissemination of various internal communications
- Coordinate press among government agencies, elected officials, and other outside entities
- Assist in developing community outreach related to ESD projects
- Coordinate and assist in the media operations for Regional Economic Development Councils

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree with a major or concentration in related subject.

Relevant experience required: 3+ years in public relations or journalism (paid positions and internships).

Knowledge/Requirements:

A proven track record of working with media; New York City and/or State expertise required.

Strong writing skills; web skills, ex: dream weaver; ability to multi-task, ability to work well with colleagues; understanding of basic economic, business and governmental issues; understanding of media dynamic; detail oriented; self starter; ability to work irregular hours.

HIRING SALARY RATE: up to \$65,000, commensurate with experience

INQUIRE:

Maria Gately, HR Manager @email address below

DEADLINE: At least 2 weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov