



OFFICE OF THE STATEN ISLAND BOROUGH PRESIDENT

JOB VACANCY NOTICE

Office Title: Press Secretary

Salary: \$54,100 - \$83,981 (Annual)

(Minimum to Maximum)

Civil Service Title: Community Coordinator

Title Code & Schedule: 56058/ Full Time

The Staten Island Borough President's Office is seeking a highly motivated Press Secretary with excellent communication and writing skills. The Press Secretary will help lead the agency's day-to-day press operations, fielding and responding to incoming reporter inquiries and coordinating the Staten Island Borough President's media and external events. The Press Secretary will develop and execute media strategies, ensuring all press communications aligns with the voice and priorities of the Borough President. The Press Secretary will work collaboratively with the communications team to ensure proper amplification of messages. Familiarity with Staten Island civic and community issues a plus. Must be flexible to work nights and weekends and will perform a wide range of tasks including, but not limited to:

Role and Responsibilities:

- Fielding and responding to incoming reporter inquiries, developing talking points, tracking news trends, and planning press events.
- Develop, create, and execute digital media strategy for the office; ensure continuity of messaging throughout social media platforms, weekly e-newsletter, and web page.
- Establishing and managing relationships with community-based, city-wide, and key national reporters and media outlets.
- Monitoring breaking news and responding appropriately to the relevant borough or city-wide news.
- Drafting all written press communications coming from the Office of the Staten Island Borough President including press releases, media advisories, quotes on behalf of spokespeople, and op-eds.
- Coordinating press events on behalf of the Staten Island Borough President's Office such as location, coordinating audio/visuals, liaising with IGA and community affairs on the participation of elected officials and other community members/representation, coordinating media attendance through media advisories, preparing run-of-show, conducting appropriate follow-up post-event.
- Preparing talking points and scripts for the Staten Island Borough President prior to media interviews and public appearances.
- Responsible for drafting all written press communications for press releases, media advisories, quotes on behalf of spokespeople, and op-eds.

Minimum Required Skills and Qualifications:

- Bachelor's degree in the areas of communications, public relations, digital communications, public affairs, or another relevant field, plus two years or more of work experience in public relations or public affairs; or
- High School Graduate or equivalent and six years of experience in public relations or public affairs.
- Excellent written and verbal communication skills.
- Experience working with NYC-based media contacts is a plus.
- Ability to work well under pressure and prioritize tasks.
- Ability to exhibit a professional demeanor in the fast-paced and high-pressure work environment.
- A deep knowledge of New York City government and Staten Island community issues; and a strong commitment to the values and vision articulated by the Staten Island Borough President.

To apply: Submit a resume, cover letter, two writing samples for review and the contact information for three professional references to hdemauro@stateninsula.com with the subject "Press Secretary". Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

Post Date: 12/21/22

Post Until: Until Filled

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. Mayor's Executive Order 75 (EO75)

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 deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.

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.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. [Student-Loans-PSLF \(nyc.gov\)](https://www.nyc.gov/studentsloans)