



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

Office Title: Communications Director

Salary: Based on experience

The Office of the Brooklyn Borough President is seeking a highly motivated and dynamic Director of Communications. This individual will manage all external communications, oversee media strategy, manage the website and other web based tools, and create new initiatives and strategies.

Specific Responsibilities/Duties will include:

- Oversee the communications department staff;
- Work closely with the Borough President in creating a communication strategy designed to market the accomplishments of the Borough President;
- Advance the Borough President's policy and strategic priorities throughout all levels of media;
- Oversee the Borough President's website and other internet based communications and devise new online communications strategies;
- Work closely with the communications staff on drafting and writing major speeches for the Borough President;
- Manage and assist with special projects as identified by the Borough President.

Required Knowledge, Skills and Abilities:

- Minimum of 5 years of experience in communications and/or external affairs, preferably with government, civic, policy/research, media, communications firm or similar organizations;
- Must be detail-oriented, well organized, have strong written and oral communication skills and be a team player;
- Ability to be creative and to think outside the box;
- Familiarity with the inner-workings of New York City government;
- Familiarity with policy and legislative issues facing New Yorkers;
- Possess exceptional research, writing, interpersonal and organizational skills;
- Must also possess excellent troubleshooting skills, work well under pressure and deadlines, and have the ability to work on a tight budget;
- Flexibility with weekend and evening hours as needed.

To apply, please submit your resume to: Office of the Brooklyn Borough President
Human Resources Division
209 Joralemon Street – Room G-20
Brooklyn, New York 11201

Or Email: nycpoliticaljob@gmail.com

Post Date: March 28, 2018

Post Until: Until Filled

JVN #: 012-18-002

The Office of the Brooklyn Borough President is an Equal Opportunity Employer