



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

Office Title: Communications Associate

Salary: \$54,100- New City Employees
\$62,215 2 years of city service

Civil Service Title: Community Coordinator

Title Code & Schedule: 56058– Full Time

The Office of the Brooklyn Borough President is seeking a highly motivated, forward-thinking, and creative professional to serve as its Communications Associate within the Communications Department. The Communications Associate will report directly to the Director of Communications and work collaboratively with the communications team, playing an integral role in helping to thread all communications work together. The Communications Associate will serve as a main source of ongoing news monitoring and perform a wide range of writing tasks in the voice of the Borough President and/or Deputy Borough President, including supporting day-to-day writing needs such as talking points and remarks, drafting newsletter content and mass email communications, supplying copy for ongoing social media posts, supporting with speech writing and press releases, and much more. In addition to providing writing support, the Communications Associate will also manage incoming recognition requests, including but not limited to proclamations and citations. The Communications Associate will be responsible for the following:

- Complete daily morning news monitoring report
- Scan the news on an ongoing basis, flagging relevant breaking news related to the Borough President
- Manage recognition requests, including but not limited to proclamations and citations.
- Pitch and draft ongoing newsletter content
- Formalize ongoing mass email communications to subscribers
- Support communications team with various writing needs, including day-to-day press tasks and messaging for the Borough President and Deputy Borough President

Minimum Qualifications Requirements:

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 three 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 two years of experience as described in “1” above.

Preferred Skills:

- Candidates should have professional experience in public relations, politics, journalism, and communications and at least 1-2 years of experience in writing and/or public relations
- Familiarity with Microsoft Excel and Office Suite
- Strong written and verbal communication skills
- An understanding of New York City politics
- A deep knowledge of New York City government; and a strong commitment to the values and vision articulated by the Brooklyn Borough President

To apply: Submit a resume, cover letter, work portfolio, and the contact information for three professional references to BKBPHR@brooklynbp.nyc.gov with the subject line “Communications Associate” Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Brooklyn Borough President is an Equal Opportunity Employer and is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, LGBTQIA+ people with disabilities, and veterans are encouraged to apply. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site because of your disability. You can request reasonable accommodations from the EEO office at Tameishahoneygan@brooklynbp.nyc.gov. The City of New York is an Equal Employment Opportunity Employer

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.

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.

Post Date: July 26, 2022

Post Until: Until Filled

JVN #: 012-22-014
