

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Speechwriter
Salary:	\$75,000 - \$100,000
Bureau/Division:	Public Affairs
Period:	November 12, 2015 - Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office is seeking a Speechwriter to be part of its energetic and collaborative press and communications team. The press office plays a key role in driving and articulating the Comptroller's overall message, policy agenda, media strategy and community-based initiatives. The office also responds to journalists' requests for information, disseminates news about major initiatives, and communicates with the public through traditional and social media.

Candidates are expected to have experience working in fast-paced, deadline-driven environments and should be skilled in quickly producing clean, creative and targeted written copy. This is an ideal opportunity for an accomplished self-starter who can think fast and write well under time constraints and handle a myriad of challenging responsibilities on a wide range of policy areas.

Under the direction of the Communications Director and Senior Advisor for Communications, the Speechwriter's responsibilities include but are not limited to the following:

- Writing speeches, press releases, talking points, memos, and newsletters, while working closely with content experts throughout the office to gather relevant information, frame a message properly and ensure accuracy;
- Conducting independent background research thoroughly and quickly to support press office writing assignments and generate new initiatives that will further the office's messaging responsibilities;
- Launching press office initiatives to help explain and disseminate information about the work of the Comptroller's Office;
- Closely monitoring coverage of City, State and National issues relevant to the Comptroller's Office to address daily media inquiries;
- Initiating and sustaining daily outreach to city and state electronic, print, television and radio media reporters and outlets, may include arranging press conferences and interviews;
- Performing other related assignments as required, and demonstrating a strong ability to collaborate productively with other staff members.

MINIMUM QUALIFICATION REQUIREMENTS

- A BA/BS degree from an accredited college, with 24 credits in English, journalism, public relations or closely related fields, and three (3) or more years of full-time paid experience in public relations, journalism, speechwriting or advertising or related fields, two years of which should be in an administrative or consultative capacity; or
- A combination of education and/or experience which is equivalent to the above. Graduate study in English, journalism, or public relations or closely related field may be substituted for up to one year of required experience.

NOTE: As position requires strong writing skills, three writing samples are to be submitted with resume and cover letter (attach samples to cover letter).

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated skill and affinity for writing about a wide range of public policy issues as well as the ability to tailor often complex messages to diverse audiences;
- Demonstrated responsiveness and reliability, and must be able to handle several projects simultaneously; evidence of prior deadline driven assignments expected;
- Familiarity with urban policy and experience with government programs policies and data analysis, most specifically those of New York City;
- Excellent writing, editing, interpersonal, communication, and organizational skills (includes Microsoft Office Suite proficiency) expected;
- Experience and comfort writing for a public official is highly desired.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: November 12, 2105	POST UNTIL: Until Filled	JVN: 015-016-030
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The NYC Comptroller's Office is an Equal Opportunity Employer