

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Press Officer
Salary:	\$50,000 - \$65,000
Bureau/Division:	Executive / Communications
Period:	February 21, 2018 – Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office is seeking a new Press Officer for its fast-paced, deadline-driven communications team. Press Office staff serve as the Comptroller's official spokespeople, arrange press conferences and interviews, write background documents, and handle communications for the office. The Press Officer position plays a critical and central role in the Press Office, handling social media, talking points, news releases, and more for the Comptroller.

Some exposure to and/or familiarity with communications/press office operations is critical, as is the ability to work well under time constraints. Most importantly, we are looking for exceptional people with an unwavering willingness to work hard, accept challenges and learn. This role is perfect for junior-level communications staff looking to build their experience in a fast-paced press office.

Under the direction of the Communications Director, responsibilities include, but are not limited to, the following:

- Maintaining social media platforms, such as Twitter, Facebook and YouTube, and developing strategies to utilize new media tools to broaden the Office's outreach efforts;
- Writing a wide range of documents, including news releases, memos, newsletters, talking points, background documents, and more;
- Working with reporters and communicating with and to NYC media outlets to share news out of the Comptroller's Office; and,
- Performing other related assignments as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A BA/BS degree from an accredited college with 24 credits in English, journalism, communications, or public relations, plus two (2) years of full-time paid experience in public relations, journalism, corporate communications, news media; **or**
2. 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 one year of required experience.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Ideal candidate will be able to tailor messages to diverse audiences;
- Must demonstrate responsiveness, reliability, and be able to handle several projects simultaneously in a fast paced and deadline-driven environment;
- Exposure/familiarity with cutting-edge social media techniques is strongly preferred, as is familiarity with programs like Photoshop and InDesign. Photography and graphic design skills are a plus; and,
- Quality writing, proofreading, editing and storytelling skills are an absolute must.

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

POSTING DATE: February 21, 2018	POST UNTIL: Until Filled	JVN: 015/018/017R
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The NYC Comptroller's Office is an Equal Opportunity Employer