

## NEW YORK CITY COUNCIL JOB POSTING

<b>Position</b>	<b>Press Secretary</b>	<b>Work Hours</b>	<b>9am-5pm</b>
<b>Division</b>	<b>Communications</b>	<b>Open Date</b>	<b>11/22/2016</b>
<b>Number of Positions</b>	<b>1</b>	<b>Close Date</b>	<b>Until Filled</b>

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### DUTIES AND RESPONSIBILITIES

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The New York City Council, New York City's legislative body is seeking to fill the position of Press Secretary in the Communications office. Working in conjunction with the communications staff, the Press Secretary will be responsible for:

- Drafting and editing speeches, op-eds and all external written materials;
- Coordinating with policy, legislative and finance divisions to develop and execute press strategies;
- Working with stakeholders and external organizations to plan and execute press conferences;
- Supporting press staff in pitching stories and responding to press inquiries;
- Providing strategic communications guidance to Council Members, Committees and press staff; and
- Booking and preparing Council Members for media appearances

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### REQUIREMENTS

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The ideal candidate will be a highly motivated individual with 2 or more years of full time experience in government and/or political communications and possess exceptional writing skills, as well as a familiarity with New York City politics or an eagerness to learn. This position demands individuals with outstanding attention to detail and the ability to juggle multiple priorities at once under tight deadlines.

Excellent benefits package and salary commensurate with experience.  
New York City Residency Required within 90 Days of Appointment.

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### HOW TO APPLY

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Qualified candidates should forward a cover letter, resume and writing sample to:

**MAIL:** New York City Council  
Administrative Services  
Attn: Recruiting Unit/PSJOB  
250 Broadway, 16<sup>th</sup> Floor  
New York, NY 10007

**FAX:** (212) 791-5266

**E-MAIL:** [recruiter250b@yahoo.com](mailto:recruiter250b@yahoo.com)

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

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**THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER**

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