



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

Office Title: Senior Communications Associate

Salary: \$70,000-\$85,000

Civil Service Title: Assistant to the President

Title Code & Schedule: 13210 – Full Time

The Brooklyn Borough President's Office is seeking a highly motivated Senior Communications Associate to support the Communications Department as they execute a wide range of tasks and responsibilities. Day-to-day and long-term assignments include drafting press materials, talking points, digital and web content, as well as contributing to special projects such as graduation awards, policy announcements, and more. The Senior Associate will closely review content generated by the communications team to ensure materials are factual, free of errors, and of the highest quality. The Senior Associate will report to the Director of Communications and work collaboratively with the communications team to ensure proper amplification of messages. Candidates must be flexible to work nights and weekends and on an on-call schedule.

Role and Responsibilities:

- Crafting communications materials, including quotes, op-eds, web content, social media, and more.
- Preparing the Borough President for public appearances by assembling talking points, fact sheets, and other background information.
- Supporting press engagement by drafting media advisories, press releases, and statements.
- Editing, verifying, and providing feedback on material, content, and information originating from the communications team.
- Contributing to special projects, such as public education or outreach campaigns or the launches of new Borough Hall initiatives.
- Staffing the Brooklyn Borough President and/or Deputy Borough President and other Borough Hall personnel at select engagements.
- Monitoring current events and news relevant to the Office of the Brooklyn Borough President, New York City, and New York City residents.

Required Skills and Qualifications:

- Bachelor's degree in the areas of communications, public relations, digital communications, public affairs, or another relevant field.
 - 3-6 years of experience in communications, public relations, or public affairs.
 - Excellent written and verbal communication skills.
 - Superb attention to detail, including excellent proofreading abilities and an eye for correct and consistent formatting.
 - Familiarity with drafting traditional communications materials, such as press releases, media advisories, talking points, and digital content.
 - Strong organizational skills, the ability to manage multiple projects at once, and experience working in a fast-paced environment.
 - A knowledge of and interest in 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, two writing samples for review, and the contact information for three professional references to bkbphr@brooklynbp.nyc.gov with the subject line “Senior 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 bkbpeeo@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.

Post Date: July 10, 2024

Post Until: Until Filled

JVN #: 012-25-002
