



## OFFICE OF THE BROOKLYN BOROUGH PRESIDENT JOB VACANCY NOTICE

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**Office Title:** Digital Media Coordinator

**Salary:** \$60,000 – \$75,000

**Civil Service Title:** Assistant to the President

**Title Code & Schedule:** 13210 & Full Time

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### **Summary**

The Office of Brooklyn Borough President Antonio Reynoso is seeking a highly motivated digital media content creator and strategist to serve on the communications team as the Digital Media Coordinator.

This role's primary responsibility is to create engaging and high-quality photo and video content for the Borough President's social media channels and website. This includes short-form content as well as longer-form content, such as video podcasts or recordings of press conferences. Top candidates will have strong strategic instincts, a deep knowledge of social media, a passion for digital storytelling, and experience in video production, editing, photography, and graphic design.

In collaboration with the communications team, the Digital Media Coordinator will be expected to manage multiple projects from beginning to end in a fast-paced environment. They must be flexible to work nights and/or weekends as needed. They will report directly to the Director of Communications.

### **Roles and Responsibilities**

- Strategize engaging digital media content for multiple social platforms, as well as the website.
- Shoot and edit high-quality photography and video content.
- Draft compelling and engaging social media copy.
- Manage the Borough President's social media platforms.
- Track current events and office projects & priorities to identify opportunities for digital storytelling.
- Produce a wide variety of full-length event recordings of press conferences, meetings, and special events.
- Record and post various hearings as required by City Charter, such as Borough Board Meetings, Borough Service Cabinet Meetings, and ULURP Hearings.
- Maintain video recording and editing equipment, including video cameras, external hard drives, players, and recorders.
  - (Please Note: all equipment is provided by the Office of the Brooklyn Borough President)
- Manage digital media archive.

## **Minimum Qualifications**

- Associate or bachelor's degree and 2+ years of experience in an area related to the duties described above.
- At least two years of experience with video and audio production and editing, as well as photography.
- Experience creating digital content across various social media platforms.
- Experience with digital media management, strategy, and planning.
- Experience with iPhone-based short-form video production as well as camera-based photography and videography.
- Experience with Adobe and other editing software, including After Effects.
- Working knowledge of social media management software and best practices (i.e., Hootsuite and Alt text use).
- Strong written and verbal communication skills.

## **Preferred Skills**

- Basic graphic design ability is a plus.
- An interest in the New York City government, and a strong commitment to the values and vision articulated by Brooklyn Borough President Antonio Reynoso.

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**To apply:** Submit a **resume**, **portfolio**, **cover letter**, and the contact information for **three professional references** to [BKBPHR@brooklynbp.nyc.gov](mailto:BKBPHR@brooklynbp.nyc.gov) with the subject line "Digital Media Coordinator."

Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

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The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. 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 apply for a job because of your disability. You can request reasonable accommodations from the EEO office at [BKBPEEO@brooklynbp.nyc.gov](mailto:BKBPEEO@brooklynbp.nyc.gov).

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.

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**Post Date:** April 30, 2025

**Post Until:** Until Filled

**JVN #:** 012-22-09