

[Job Opening](#)

**Job Posting: Nov. 8, 2016**

**Application Deadline: Dec. 9, 2016**

**JOB TITLE:** Assistant Press Secretary & Digital Production Specialist

**LOCATION:** NYC

**DEPARTMENT:** Public Affairs

**BASIC FUNCTION:** This position is for a junior level communications strategist with digital production experience to be based in ESD's NYC office.

**WORK PERFORMED:**

- Develop and write speeches, testimony and talking points for staff.
- Write press releases on ESD-related news.
- Serve as an agency spokesperson.
- Organize press conferences.
- Accompany ESD Leadership/Staff on speaking engagements.
- Develop and maintain relationships with city and state media.
- Maintain press clips and blogs.
- Assist in dissemination of various internal communications.
- Coordinate press among government agencies, elected officials, and other outside entities.
- Ability to multi-task and experience working on multiple projects.
- Strong knowledge of NY State regions and assets.
- Under the supervision of senior editors, edit content for the ESD website and publish updates using a Drupal CMS.
- Select, resize, and upload images to ESD web pages.
- Work with IT staff to troubleshoot any issues that may arise with the ESD website or CMS tools.

**EDUCATION & REQUIREMENTS:**

**Education level required:** Bachelor's degree with a major or concentration in related subject.

**Equivalent Experience required:** 1-3 years of experience in public relations or related field as well as experience updating websites using CMS tools. An ideal candidate has strong writing skills, a positive outlook, strong work ethic, good eye for visual layouts and proficiency with photo shelter tools. Proficiency with image editing tools (InDesign/Illustrator/Photoshop) preferred.

**Knowledge Required:** Ability to multi-task, work well with colleagues; understanding of basic economic, business and governmental issues; understanding of media dynamic; detail oriented; self-starter; ability to work irregular hours.

**APPROXIMATE HIRING SALARY:** \$48,671-55,000

**INQUIRE**

Maria Gately, Human Resources Manager - Human Resources Dept., ESD Corporation  
**Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME**  
**External Candidates: SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)**

**AN EQUAL OPPORTUNITY EMPLOYER**