



Job Opening

Job Posting: Sept. 24, 2018

Application Deadline: Oct. 24, 2018

JOB TITLE: Director of Communications, Downstate

LOCATION: NYC

DEPARTMENT: Public Affairs

Basic Function: Communications strategist and assist in all aspects of the Public Affairs operations downstate.

Work Performed:

- Coordinate downstate communications strategy.
- Write and disseminate press releases and media advisories on ESD-related news.
- Write speeches, testimony, talking points, and material for public presentations for staff.
- Serve as agency spokesperson proactively “pitching” stories and responding to media inquiries.
- Organize press conferences and public events on behalf of ESD and the Administration.
- Coordinate with the Governor’s press office.
- Accompany ESD Leadership/Staff on speaking engagements.
- Coordinate crisis management related to breaking news.
- Develop and maintain relationships with city and state media.
- Assist in updating ESD websites.
- Assist in the drafting and dissemination of various internal communications.
- Coordinate press among government agencies, elected officials, and other outside entities.
- Assist in developing community outreach related to ESD projects.
- Coordinate and assist in the media operations for Regional Economic Development Councils.
- Other related assignments or projects as assigned by management.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor’s degree with a major or concentration in related subject.

Relevant experience required: 5+ years in public relations or related field. The candidate should exhibit a proven track record of working with media; - New York City and/or State expertise required.

Knowledge required: Strong writing skills; ability to multi-task, ability to 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: Up to \$118,000 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke, AVP, Human Resources

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

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