

Job Opening

Job Posting: 5/10/2021

**Application Period: 14 Days or Until
Position is Filled**

JOB TITLE: Press Secretary, Downstate

LOCATION: NYC

DEPARTMENT: Public Affairs

BASIC FUNCTION:

This position is for a communications strategist to be based in ESD's New York City Office and assist in all aspects of the operations of the Public Affairs Department.

WORK PERFORMED:

- Work with EVP Public Affairs & Comms to develop and coordinate downstate communications strategy.
 - Develop community-based media strategies and outreach related to downstate ESD-specific projects, with a particular focus on the real estate portfolio (Belmont, Moynihan Train Hall, Empire Station Complex, Javits Center expansion).
 - Serve as internal/external point of contact for media inquiries related to downstate projects.
- Work with EVP Public Affairs & Comms to manage ESD Executive Communications
 - Write briefings, speeches, talking points, and Q+A for President/CEO's public appearances
 - Assist with creation of public and press materials for ESD Board Meetings
- Based on regional and programmatic portfolio, and in coordination with Governor's Office:
 - Research, develop and draft press releases, background documents, fact-sheets and briefing documents related to regional and programmatic portfolio.
 - Serve as agency spokesperson, with ability to manage on-record conversations with reporters and other members of media.
 - Organize ESD-related public and press events.
- Serve as primary liaison to the New York City and Long Island Regional Offices and Regional Economic Development Councils.
- Cultivate and maintain relationships with community, borough, city and state media.
- Coordinate crisis management related to breaking news.
- Assist in the drafting and dissemination of various internal communications.
- Other related assignments / projects as part of OPA staff

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Minimum Requirements

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

Relevant experience required: 4+ years in public relations or journalism (paid positions and internships).

The candidate should exhibit a proven track record of working with media; New York City and/or State expertise required. Also required: Strong writing skills; web skills, ex: Drupal CMS; 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: \$70,000 - \$80,000 (w/ comprehensive benefits package)

INQUIRE

Maria Gately – Sr. HR Manager - Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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