



Job Opening

Job Posting: Nov. 16, 2018

Application Deadline: Nov. 30, 2018

JOB TITLE: Press Secretary
DEPARTMENT: Public Affairs

LOCATION: NYC

BASIC FUNCTION:

This position is for a mid-level 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:

- Coordinate New York City 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 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 / projects as assigned by management.

EDUCATION & 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: Commensurate with experience

INQUIRE

Ruth Parris - 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

AN EQUAL OPPORTUNITY EMPLOYER