

**NYC OFFICE OF THE MAYOR**  
**MAYOR'S OFFICE OF CRIMINAL JUSTICE**

**Position:** Senior Press Analyst

**Location:** New York, New York

**ORGANIZATIONAL PROFILE:** The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, including behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ's work include:

- [Justice Reboot](#), making the system fairer and more efficient by safely driving down the jail population. These reforms include [reducing case processing times in the courts](#) and [making the summons process easier and more transparent](#);
- [The Mayor's Action Plan on Behavioral Health and the Criminal Justice System](#), a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- [The Mayor's Action Plan for Neighborhood Safety](#), a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City's public housing; and
- [The Mayor's Citywide Initiative to Reduce Gun Violence](#), a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

**JOB RESPONSIBILITIES:** Under the direction of the Chief External Strategy Officer, with latitude for independent action and decision-making, the Senior Press Analyst, a mid-level team member, will be responsible for communicating with press outlets and developing long-term press strategy for the office's initiatives. Responsibilities include, but are not limited to:

- Developing and distributing information to news media as it relates to MOCJ's mission and function, goals and objectives, etc., so as to enhance the office's effectiveness, image, reputation and outreach;
- Maintaining and expanding an extensive list of media contacts and building relationships with reporters and media outlets to ensure accurate coverage of MOCJ initiatives;
- Responding to daily media requests from reporters, journalism students and other media outlets;

- Composing press releases, advisories, speeches, talking points and related presentations and information;
- Designing coherent and forward-looking strategic press plans for each of MOCJ's initiatives; and
- Preparing the Director and senior leaders for media interviews and public events.

**PREFERRED SKILLS/QUALIFICATIONS:**

- Minimum of three (3) years of full-time professional experience working in a substantial public or private concern on communications, press strategy, public information or a related area, 18 months of which must have been in an executive, managerial, administrative, or supervisory capacity;
- A baccalaureate from an accredited college/university (required) and an advanced degree in a relevant field (preferred);
- Knowledge of and experience working in the adult and juvenile justice, youth/human development or human services fields, required;
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a fast-paced and team environment, pay close attention to detail, meet deadlines and work well under pressure;
- Outstanding written and communication skills, which includes having knowledge and ability to use multimedia communication tools;
- Confidence in communicating across a wide variety of platforms, including digital tools, written communication, and in-person presentations;
- Technical skills, including word processing, graphics, video and website management software, required;
- Proven ability to establish and maintain effective working relationships, including the ability to effectively manage and communicate with internal and external parties at all levels; and
- Effective and creative management skills, which includes leadership ability with the capacity to work both independently and cooperatively to effect key strategies.

**SALARY:** Commensurate with experience.

**TO APPLY:** Submit a cover letter, resume, and three (3) references to [CJCResumes@cityhall.nyc.gov](mailto:CJCResumes@cityhall.nyc.gov). Please be sure to include "Senior Press Analyst" in the subject line.

**New York City Residency Is Required Within 90 Days of Appointment**  
**The City of New York and the Office of the Mayor are Equal Opportunity Employers**