

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Title Code No: 10033	Salary: \$65,107.00 - \$125,000.00 Frequency: ANNUAL
Office Title: Senior Advisor for Communications	Work location: 33 Beaver St, New York, NY 10004
Division/Work Unit: Comm. & External Affairs/Comm. Gov't & Comm. Affairs	Number of Positions: 1
Hours/Shift: Mon. – Fri. 9AM – 5PM – Participation in some evening meetings and events required. *	Agency Tracking #: 3030 POSITION#: 50

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Public Information Specialist M3 to serve as a Senior Advisor for Communications. Reporting directly to the Deputy Commissioner of Communications and External Affairs, the seasoned executive will serve as an advisor on Communications to the Deputy Commissioner on all public relations and press related matters and help to manage and build relationships with media outlets. The Senior Advisor for Communications will assist the DC in formulating and executing strategies that effectively communicate the Commissioner and the agency's external messaging and internal messaging for programs serving homeless New Yorkers. The Executive Director of Communications will assist in drafting press releases and speeches for the Commissioner and other agency executives as well as maintain relationships with media outlets.

*Required event and weekend meetings/events and often deadline related work requiring off hours availability; on call 24/7

Qualification Requirements

1. A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; or
2. A combination of education and/or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.

Preferred Skills

Prior NYC government experience preferred. Preference will be given to candidates with experience in media relations, management, public policy, communications, law and public relations. Exceptional written, verbal, managerial and editorial skills, strategic thinker and ability to analyze dense data into easy to understand formats and ability to manage multiple tasks and tight deadlines. Experience in law, city government, homelessness, housing or social issues preferred.

Residency Requirement

New York City residency is not required for this position.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 3/22/2016

Post Until: 4/5/2016

JVN: 071-2016-236223

The City of New York is an Equal Opportunity Employer.