

## **FULL TIME POSITION: PRESS SECRETARY EXECUTIVE**

---

### **Agency Description:**

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

---

### **Job Description:**

Fast paced New York City economic development agency seeks to hire a Press Secretary. The highly motivated candidate must be a critical thinker and excellent communicator, with the ability to work with all levels of the agency to establish a strong rapport and forge relations with the community and press. The primary role of the Press Secretary is to ensure that the Agency's objectives and achievements are communicated efficiently and effectively to the media. The Press Secretary will plan and direct the Agency's press strategy, respond to media inquiries, pitch stories, send press releases and manage press events. The Press Secretary will proactively and aggressively achieve accurate and positive press coverage of Agency activity.

#### **Planning and Implementing Agency Press Strategy**

Working with Director of Communications, Deputy and Assistant Commissioners to keep track of Agency initiatives and accomplishments, make decisions about what to promote, work with the Mayor's Press Office to fit into overall strategy, and carry out in timely, effective and well-ordered fashion. Compose and edit press releases, quotes, statements, talking points, and Q&A documents. Proactively pitch stories and interviews to individual reporters, and place OpEds in targeted media outlets.

#### **Responding to Media Inquiries**

Correspond with reporters to determine angle of story, work with Mayor's Press Office, Director of Communications to determine most appropriate response; check with relevant programmatic staff to ensure accuracy of response; make decisions about granting interviews to Commissioner or other SBS staff and site visits. Respond to social media comments also, when necessary

#### **Planning & Coordinating Agency Press Events**

Work with staff and Mayor's Press Office to determine and plan Mayoral and non-Mayoral events; invite elected officials and community leaders; coordinate logistics

#### **Relationship Building with Media**

Build relationships with new and existing SBS press contacts, continuously grow press list and identify new media outlets and reporters to cover our stories.

#### **Keeping Abreast of Local News and Flagging Coverage When Necessary**

Work with the Assistant Press Secretary to ensure all daily and local newspapers are poured through on a daily basis to identify direct stories relating to the Agency and relevant policy areas, as well as stories that generate new ideas and creativity; share relevant coverage with appropriate agency teams.

### **Preferred Skills:**

- Outstanding communication and writing skills
- Excellent judgment
- Experience working with the press
- Outstanding attention to detail and the ability to juggle priorities and bring closure to work under tight deadlines
- Ability to exhibit professional demeanor in fast paced and high-pressure work environment
- Ability to prioritize and manage a wide array of projects to completion
- Reliable, conscientious and always a team player
- Positive, can-do attitude, sense of humor, and willingness to go the extra mile

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**



careers  
businesses  
neighborhoods

- Prior government experience a plus

**Qualifications:**

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.

---

**How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line:  
**Press Secretary to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)**

**Internal candidates**, please email your resume and cover letter including the following subject line:  
**Press Secretary to: [HRHELP2@sbs.nyc.gov](mailto:HRHELP2@sbs.nyc.gov)**

**ALSO:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: 318035  
All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job ID: 318035

**Salary: \$65,000 - \$75,000**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment**

If you do not have access to email, mail your cover letter & resume to:  
NYC Department of Small Business Services  
Human Resources Unit  
110 William Street  
New York, New York 10038