

**NYC OFFICE OF THE MAYOR  
OFFICE FOR THE PREVENTION OF HATE CRIMES**

Position: Communications Associate

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 for the Prevention of Hate Crimes (OPHC) functions as part of MOCJ as well as the Mayor's Community Affairs Unit (CAU). Composed of a diverse, committed team of seven, OPHC convenes and coordinates 20 city agencies and DA offices on hate crimes prevention and response strategies and works closely with community-based organizations that serve the populations most vulnerable to hate violence. OPHC takes a holistic, multi-pronged approach focusing on education, community relations and laws/law enforcement and makes recommendations on city programs and policies.

**JOB RESPONSIBILITIES:**

OPHC, established in Fall, 2019, has in a short time, established itself as the go-to agency on hate crime prevention and response. Originally supported by the MOCJ Communications team, OPHC is now entering a period of growth and seeks a dedicated communications professional to elevate its messaging and grow its external communications initiatives.

The ideal candidate for this position is a communications professional with a passion for justice, equity and inclusion. They are a creative storyteller with a strong interest in elevating community voices. They have strong project management and organizational skills with the ability to handle multiple projects at once, set and meet deadlines, and produce accurate and complete work products. They are a self-starter who can take appropriate initiative and work independently, as well as follow instructions and work as an integral member of a diverse team of seven. They develop and maintain effective internal and external relationships with others, including people from different backgrounds and with diverse perspectives and are committed to helping promote team cohesion. They demonstrate the ability to exercise good judgment and maintain a sense of humor under pressure. They are flexible and willing to learn, grow, and take on new tasks as the responsibilities of the position evolve.

The Associate's job duties and responsibilities will include:

- Write and edit press materials, website, regular mail newsletters, power point presentations and other public-facing materials;
- Create and grow OPHC social media platforms, including drafting and posting regular content;
- Direct and track media requests and work with work with program team to identify storytelling opportunities and pitch stories to media;

- Track daily media coverage of OPHC initiatives as well as all local, national, and international coverage of hate crime-related articles, and synthesize articles daily for OPHC staff and others;
- Prepare monthly analytics reports on website and social media engagement;
- Develop and maintain press lists and email newsletter distribution lists;
- Oversee OPHC marketing and public relations campaigns, including hiring outside firms/consultants, if needed;
- Conduct inventory of and manage program team content and publications;
- Create flyers to promote programs;
- Attend and report on OPHC and partner agency and organizations' meetings and events;
- Manage the creation of the annual report and take lead in writing and ensuring timely publication and distribution;
- Schedule meetings, take notes and compile meeting readouts;
- Assist Executive Director and Deputy Executive Director and other team members with administrative tasks, writing, research and special projects;
- Other duties as assigned.

**PREFERRED SKILLS/QUALIFICATIONS:**

- Bachelor's degree in English, journalism, public relations, communications, marketing, social justice advocacy, or related field;
- Strong written and oral communication skills, as well as research skills;
- Creative, energetic and approaches challenges with positive energy
- Interest in city government, community relations, anti-bias/equity and inclusion work;
- Attention to detail and accuracy;
- Technologically savvy, well-versed in Microsoft Office Suite programs, Outlook, Excel Spreadsheets, or similar software;
- Experience with social media, HTML, website maintenance, WordPress, PowerPoint, InDesign, Photoshop.

**SALARY:** Commensurate with experience

**TO APPLY:** Submit a cover letter and resume to [OPHC@cityhall.nyc.gov](mailto:OPHC@cityhall.nyc.gov)

New York City Residency is required Within 90 Days of Appointment  
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