

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

Position: Chief of Public Affairs

Location: New York, New York

ABOUT THE OFFICE: The [Mayor's Office of Criminal Justice](https://criminaljustice.cityofnewyork.us/) (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies, with partners inside and outside government, to reduce crime and incarceration and to promote fairness and legitimacy. For our website, <https://criminaljustice.cityofnewyork.us/>

JOB RESPONSIBILITIES: The Chief of Public Affairs serves as MOCJ's senior level member responsible for developing and overseeing all strategy for communication with the public, the press, and other governmental and community organizations. The Chief of Public Affairs advises the Director and ensures that MOCJ's public affairs work is effective and advances strategic goals. For our strategic plan, <https://criminaljustice.cityofnewyork.us/reports/mayors-office-of-criminal-justice-strategic-plan/>

Among the tasks that this leader will need to execute are:

- Conceiving and implementing a broad strategic public affairs plan to further the goals of the Mayor's Office of Criminal Justice. Determine the most effective communications, public education and engagement, research dissemination, community, and elected official engagement tactics to implement this plan.
- Shaping the language, images, and multimedia that represent the Mayor's Office of Criminal Justice and its work compellingly, convincingly, and accurately. Ensuring consistent, clear messaging across all modes of communication, including traditional and new media, in-depth analytic reports, op-eds, fact sheets, testimony, text for video and podcasts, speeches, proposals and presentations.
- Managing media relations, including story development, media targeting, pitching, and relationship management. Planning proactive media campaigns and outreach, as well as rapid-response work in reaction to breaking news. Monitoring the media for opportunities to engage.
- Overseeing the office's work to cultivate and manage relationships with elected officials, advocates, and community-based organizations and monitoring opportunities, legislation, policy developments;
- Overseeing the executive briefing process, which entails critically thinking about topics, compiling comprehensive issue summaries, and briefing executives.

PREFERRED SKILLS/QUALIFICATIONS:

- A baccalaureate from an accredited college/university. A minimum of five (5) years of full-time, relevant professional experience in public affairs and/or journalism. Advanced degree in a relevant field preferred.

- Outstanding written and communication skills, including proven ability to translate complex social science research and recommendations into engaging documents targeted to experts and practitioners, decision makers, journalists, and the public.
- Knowledge of the criminal and juvenile justice systems in New York City preferred.
- 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, paying close attention to detail, meeting deadlines and working well under pressure.
- 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 <https://criminaljustice.cityofnewyork.us/careers/> or <https://a002-oom03.nyc.gov/IRM/Handlers/Html/WelcomePage.ashx?eventGuid=04277179-d3b1-467a-8a1b-79e7958a571b>

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