

## NYC OFFICE OF THE MAYOR

### MAYOR'S OFFICE OF CRIMINAL JUSTICE | OFFICE OF SPECIAL ENFORCEMENT

**Position:** Communications Manager

**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. For our website, <https://criminaljustice.cityofnewyork.us/>

For our strategic plan, <https://criminaljustice.cityofnewyork.us/reports/mayors-office-of-criminal-justice-strategic-plan/>

**JOB RESPONSIBILITIES:** Under the direction of the Chief of Public Affairs, with latitude for independent action and decision-making, the Communications Manager, 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;
- Coordinating the communications strategy of the Mayor's Office of Criminal Justice and the Office of Special Enforcement;
- 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/or juvenile justice, youth/human development, and/or social and human services fields (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, 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 <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**  
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