

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

**Position Title:** Director of Communications  
**Job ID Number:** 28932  
**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/>

Visit our website for more information about the MOCJ strategic plan, <https://criminaljustice.cityofnewyork.us/reports/mayors-office-of-criminal-justice-strategic-plan/>

**JOB RESPONSIBILITIES:**

The Director position occupies a vital position in MOCJ's Communications Team organizational chart, marrying both project manager skills with public relations know-how. Working closely with the Chief of Public Affairs, the Director operates as a junior management position supervising the team's Communications Manager and Communications Associate. The successful candidate will embrace taking on independent action and decision-making, with a focus on ensuring MOCJ's dynamic and diverse communication initiatives and needs remain on-track, regardless of daily or programmatic demands rising to the fore.

The Director will serve a critical role ensuring both projects and personnel remain on-track to reach key deadlines. The role also requires comfort and familiarity with external communications, whether it be handling press inquiries or providing a guiding hand in managing external communications around MOCJ initiatives. With a strong commitment to teamwork, the successful candidate will demonstrate the ability to remain strategically future-focused while successfully managing the reality of daily and/or instantaneous needs that arise, and maintain a strong desire to help deliver on some of the most ambitious criminal justice reforms in the nation.

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;
- Helping to develop and direct the overall communications strategy of the Mayor's Office of Criminal Justice, as well as those of its component offices and initiatives, from the realization of the City's efforts to close the jails on Rikers Island to the enforcement of rules around illegal short-term rentals
- Supervising the Communications Manager, while taking the lead in developing and managing the daily focus of the Communications Associate, including tracking all office products and communications-related projects;
- Working with Senior Staff and Unit Heads to help design coherent and forward-looking strategic press plans for each of MOCJ's initiatives;
- 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;

- Preparing the Director and senior leaders for media interviews and public events; and
- Other special projects as they arise.

**PREFERRED SKILLS/QUALIFICATIONS:**

- Minimum of five (5) years of full-time professional experience working in a substantial public or private concern on communications, press strategy, public information or a related area, twelve (12) months minimum 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 [Candidate Application](#)

**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.**

For current job opportunities in the NYC Mayor's Office visit: [Office of the Mayor Jobs](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [HR@cityhall.nyc.gov](mailto:HR@cityhall.nyc.gov).