



**Mayor's Office of Special Projects and Community Events**  
**Special Assistant**  
**JOB ID# 16803**

**About the Office:**

The Mayor's Office of Special Projects and Community Events (MOSPCE) organizes, manages and directs all public ceremonies, celebrations, receptions, and similar affairs held under City auspices by order of the Mayor. MOSPCE also coordinates the activities of the various City agencies and departments with regard to the planning and implementation of special events, and maintains liaison with the private sector for the coordination and support of City-sponsored functions. Gracie Mansion – "the People's House" – serves as a historical centerpiece for many of these gatherings, as do New York City schools, museums, theatres, and landmark buildings.

**About the Role:**

The Special Assistant will report to the Chief of Staff and be an artful writer and skilled strategic communicator with strong relationship skills to join the Mayor's Office of Special Projects and Community Events. The successful candidate will work closely with the Director and Chief of Staff to develop strategic partnerships, coordinate communications and research projects, and handle administrative responsibilities for the Director, including scheduling and correspondence. As a key member of the Director's team, the Special Assistant will:

- Conduct a wide range of strategic and extensive research;
- Curate and vet content around special event programming and in line with the current administration's values of a government that is progressive, diverse and highly functioning at every level;
- Prepare and provide exceptional writing and editing support;
- Draft critical communications, letters, proposals, PowerPoint presentations, policy statements, briefings and talking points for the Director on a wide array of topics and for a breadth of constituents;
- Organize, help to coordinate and support, and staff the Director at special events
- Scheduling and logistical arrangements for the Director.

**Qualifications:**

- A background in rhetoric, communications, journalism, public relations, marketing or public policy preferred.
- Strong experience preparing high-impact visual presentations. Exemplary experience in research, writing and editing skills. Ability to capture and amplify a distinctive voice.
- Ability to communicate effectively and target and adapt messages to specific constituencies while sustaining a consistent message.
- Strong interpersonal skills and ability to interact with guests at all levels and to create a warm and welcoming environment are required.
- Strong understanding of and ability to implement institutional protocols is essential, as are diplomacy and commitment to confidentiality.
- Experience in government and/or higher education preferred.

- Ability to communicate effectively and respectfully, both verbally and in writing, within the context of varying beliefs, behaviors, and backgrounds is required.
- In addition, strong analytical skills, attention to detail and ability to research complex issues and synthesize information into communications and messaging quickly and effectively are important qualities.

**Salary:** Commensurate with experience.

**To Apply:** Please submit a resume, cover letter 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**