



MAYOR'S OFFICE FOR INTERNATIONAL AFFAIRS
CHIEF OF STAFF
JOB ID# 16150

The Mayor's Office for International Affairs is seeking a dynamic, experienced senior manager to serve as the Chief of Staff.

About the Office:

The Mayor's Office for International Affairs serves as the liaison between the City and New York City's international community, which includes 193 Permanent Missions, 114 Consulates, the residents they serve and the United Nations headquarters. The Office is building a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers and share best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community and New York City's agencies and local neighborhoods.

About the Role:

Reporting directly to the Commissioner, the Chief of Staff is a key advisor and an instrumental part of the senior leadership team at the Mayor's Office for International Affairs. In addition to managing staff, the Chief of Staff helps to define the strategic vision for the Office and provides a leading voice on the policy and programmatic direction for the Office. The Chief of Staff also plays a critical support role in the Office, ensuring that day-to-day operations are coordinated and running smoothly.

Responsibilities include but are not limited to:

- Serving as an advisor to the Commissioner on political, programmatic, and administrative matters;
- Coordinating internal communications to ensure the Commissioner is briefed and prepared for all meetings and events, while also working with staff to confirm objectives;
- Strategizing and coordinating with senior leadership on policy issues, programs, and communication plans;
- Providing project and performance management guidance to staff on priority assignments.

Qualifications:

- Bachelor's Degree and 10+ years of professional experience;
- Demonstrated ability as a senior manager;
- Significant experience working with the UN or in international affairs desirable;
- Previous government experience, desirable;

- Excellent communication skills;
- Superior planning and organizational skills, including the ability to effectively juggle multiple projects
- Ability to work independently; actively seek collaboration; support colleagues in their work and work in a multicultural, multilingual environment

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