



POSITION: DIRECTOR OF COMMUNICATIONS

AGENCY PROFILE: The Mayor's Office of Immigrant Affairs (MOIA) promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading a number of initiatives to expand access to justice for immigrant communities, including efforts on citizenship and immigration legal services. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to advocate for immigration reform. The Director of Communications will join a robust team of outreach and policy staff in a fast-paced work environment with significant opportunity for initiative and innovation.

RESPONSIBILITIES: The Director of Communications will report to the Assistant Commissioner of External Affairs. This position will have a broad scope of responsibilities including but not limited to:

- Developing and implementing MOIA's communications strategy, in coordination with the Mayor's Press Office, including earned, social and community/ethnic media;
- Drafting MOIA press releases, statements, and other communications materials and managing stakeholder engagement and approvals for all external communications;
- Staffing and supporting the MOIA Commissioner for media appearances and major public speaking engagements;
- Overseeing MOIA's website, newsletter re-launch and other agency communications with partners;
- Supporting the Mayor's Office strategy for work with community and ethnic media in close collaboration with the Executive Director for Immigrant Inclusion, the Mayor's Press Office, and other key stakeholders;
- Building and maintaining MOIA's press and communications infrastructure;
- Training and advising MOIA staff on interactions with the press and external communications, as well as developing project-specific communications strategies as needed with staff;
- Recruiting and supervising communications-related interns or junior staff, as appropriate, as well as the MOIA digital team;
- Coordinating creative process and vendor relationships for paid marketing campaigns lead by MOIA for key initiatives; and
- Assisting with special projects, as needed.

QUALIFICATIONS: The preferred candidate must have excellent analytical, writing and interpersonal skills, along with strong communication and organizational skills, and a track record of effectively handling multiple priorities. The candidate should demonstrate an ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team. Communications experience is important. Knowledge of City government is an asset.

Skills required include:

- Master's degree in a related area (public administration or public affairs) or Bachelor's degree from a 4-year college with equivalent job experience;

- Keen ability to prioritize and handle multiple assignments in a high intensity environment;
- Ability to work with all levels of staff, inside and outside the agency;
- Ability to work independently and exercise high degree of initiative to accomplish tasks and solve problems;
- Ability to prioritize and follow up while meeting deadlines;
- Attention to detail; and
- Excellent writing, communication, and interpersonal skills.

COMPENSATION: Salary commensurate with experience.

TO APPLY: Submit cover letter, resume, and three references to MOIAassistant@moia.nyc.gov with the subject line: "Application for Director of Communications – MOIA."

Due to the volume of applications, we will only contact candidates invited to interview.

**The City of New York and the Office of the Mayor Are Equal Opportunity Employers
New York City Residency Is Required Within 90 Days of Appointment**