



Office of the Mayor

Office of the Deputy Mayor for Health and Human Services Special Assistant, Deputy Mayor for Health and Human Services Job ID# 16577

About the Office

The Office of the Deputy Mayor for Health and Human Services advances New York City's efforts to coordinate transformation across the City's public healthcare system with vital healthcare provider partners, supports and advances the health of New Yorkers where they live, learn, work, play, and pray; expands access to social services for all, and ensures agencies that oversee the City's most vulnerable populations, including children in foster care and families living in homeless shelters, are run compassionately, equitably and effectively. With a portfolio that amounts to approximately \$24 billion, the Office of the Deputy Mayor for Health and Human Services has an unprecedented opportunity to build a team focused on implementing bold efforts within and across nine City agencies and Mayor's Offices, with the knowledge that incremental strategies will inhibit the potential for impact.

The Office seeks a Special Assistant to directly support the Deputy Mayor, working with the Chief of Staff to manage the daily activities of the Office and create capacity for the Deputy Mayor to focus on the most important priorities. The Special Assistant's efforts will span a range of responsibilities including scheduling and administrative functions, meeting preparation and participation, conducting research, and other key Office functions.

About the Role

Working in the NYC Mayor's Office at City Hall under the direction of the Deputy Mayor and Chief of Staff, the Special Assistant will:

- Manage the Deputy Mayor's workflow and priorities by handling calendar and scheduling requests and anticipating steps ahead
- Provide daily briefings to the Deputy Mayor and Chief of Staff on high priority news items and time-sensitive issues across the Health and Human Services portfolio
- Collect and assemble the contents of the Deputy Mayor's nightly briefing books - briefings, memos, clips, quotes for approval, correspondence - in hard copy and e-copy, in coordination with team members and other departments
- Coordinate the Deputy Mayor's speaking engagements and public appearances, including preparation of briefing materials, talking points and presentations, and staffing the Deputy Mayor as needed
- Oversee day to day Office operations, such as ensuring the Deputy Mayor has read and signed key correspondence, booking travel, managing event logistics, reimbursements, and team record-keeping; coordinating short-term staff, including interns and Fellows

- Provide leverage in moving critical projects forward by assisting with information gathering, communicating with stakeholders, developing and monitoring project plans, and keeping track of responsibilities
- Execute special projects that require quick turnaround and involve multiple agencies and Mayor's Offices
- Perform other related duties and tasks as needed

Minimum Qualifications

- A master's degree in public health, public administration, public policy, social services, or related fields and 1+ years of related work experience; *or*
A bachelor's degree from an accredited college, and 3+ years of related experience
- Excellent verbal, writing, research, analytical and organizational skills, with ability to rapidly problem solve and pay close attention to detail
- Demonstrated ability to meet deadlines and manage multiple projects in a timely manner with constantly shifting priorities
- Ability to complete work independently with broadly defined work objectives and limited oversight
- A clear commitment to health equity and public service
- Thorough knowledge and proficiency in Microsoft Office and Android applications
- Resilient, flexible, and positive mindset; sense of humor
- Enthusiasm for working in a fast-paced, collaborative, and dynamic team culture

Preferred Skills

- Experience with external communications, press/media relations, and social media
- Experience performing analysis, writing reports and technical memos, conducting briefings and presentations
- Experience creating processes and systems to enhance and streamline team/office activity

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 Office of the Mayor and the City of New York are equal employment opportunity employers.