

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

Position: Public Affairs Strategist

Job ID#: 16430

Location: New York, New York

ABOUT THE OFFICE: The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies, with partners inside and outside government, to reduce crime and incarceration and to promote fairness and legitimacy.

JOB RESPONSIBILITIES: Under the direction of the Director of Intergovernmental Affairs, with latitude for independent action and decision-making, the Public Affairs Strategist, a mid-level team member, will be responsible for communicating with external audiences and coordinating intergovernmental communications. 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;
- Cultivating and managing relationships with elected officials, advocates, and community-based organizations on the behalf of MOCJ, and monitoring opportunities, potential obstacles, and looming issues;
- Developing and overseeing a public affairs strategy for one of MOCJ's initiatives, the Office of Special Enforcement, which is charged with addressing issues that affect public safety, community livability, property values, and can lead to serious crime. More about the Office of Special Enforcement's work is available [here](#).
- Responding to daily media requests from reporters, journalism students and other media outlets to ensure accurate coverage of MOCJ initiatives;
- Composing press releases, advisories, speeches, talking points and related presentations and information;
- Monitoring legislation and policy developments as they relate to MOCJ's work;
- Designing coherent and forward-looking strategic plans for communicating MOCJ's work and for engaging with elected officials; and
- Preparing the Director and senior leaders for media interviews and public events.

PREFERRED SKILLS/QUALIFICATIONS:

- Minimum of three (3) years of full-time professional experience working in a substantial public or private concern on communications, press strategy, public information or a related area, 18 months of which must have been in an executive, managerial, administrative, or supervisory capacity;
- A baccalaureate from an accredited college/university (required);
- Knowledge of and experience working in the criminal justice, housing policy, or legislative fields, required;
- 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;
- 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