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:

Reporting to the Executive Director of MOSPCE, the Chief of Staff will work to advance the Executive Director’s priorities and vision within the agency and serves as a confidential assistant to the Executive Director on matters of a sensitive or policy-making nature. The Chief of Staff will have extensive latitude for the independent initiative and sound judgement in order to ensure the Executive Director’s goals are met and that the team highly productive through optimal communication, alignment and efficacy.

In management and oversight of a Special Assistant to the Executive Director, the Chief of Staff will handle a variety of strategic, project-oriented, and confidential matters to develop and sustain an effective support structure in adherence to the goals and priorities set forth by the Executive Director. The Chief of Staff will perform and oversee complex and detailed research, presentations, and all of the Executive Director’s communications and staffing.

Responsibilities:

• Advance the Executive Director’s vision in achieving the goals and priorities set forth within the agency.
• Serve as a strategic liaison for the Executive Director to staff, other agencies and external constituents, ensuring a unified understanding of and progress toward those goals and priorities.
• Strategize with and guide the Executive Director on policy development and problem resolution, ensuring implementation plans are effectively communicated and managed.
• Perform and oversee complex and detailed research, as well as summary, progress and tracking reports.
• Manage Special Assistant to the Executive Director and prepare detailed work plans, set and enforce deadlines, and monitor quality and content of presentations, data, calendaring and all written submissions for the Executive Director.
• Develop and implement protocols for briefing the Executive Director in preparation for internal and external meetings to ensure the Executive Director’s time is effectively leveraged.
• Represent the Executive Director at meetings with the Mayor’s Office, NYC agencies, division heads and executive management when needed.
• Maintain effective lines of communications, keeping the Executive Director fully informed of all critical issues.
• Liaise with other units and staff to build content knowledge and facilitate the information flow to and from MOSPCE regarding issue specific information in support of the Unit.
• Perform other high-level, specialized executive functions at the Executive Director’s request.
Qualifications:

- Minimum of three years of executive-level experience, Bachelor’s degree
- Experience/Knowledge of public policy and government affairs
- Experience/Knowledge of special events planning and management
- Experience/Knowledge of staffing and supporting a busy principal
- Impeccable managerial and interpersonal skills
- Proven track record of effectively interacting with senior management
- Ability to work strategically and collaboratively across departments
- Effective, versatile and action-oriented
- Excellent communication skills
- Proficiency in the use of computer for: Word processing, Databases, Spreadsheets, Power Point, E-mail, Internet
- The Chief of Staff should demonstrate the following personal characteristics:
  - Creativity/Innovation: Develop new and unique ways to improve the finances of the organization and to create new opportunities
  - Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
  - Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
  - Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
  - Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
  - Lead: Positively influence others to achieve results that are in the best interest of the organization.
  - Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
  - Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
  - Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
  - Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Salary: Commensurate with experience.

To Apply: Please submit a resume, cover letter 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