



POSITION: Chief of Staff
JOB ID#: 16694

About the Office:

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. 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 promote immigration reform.

About the Role:

The Chief of Staff will join a robust team in a fast-paced work environment. Reporting directly to the Commissioner, the Chief of Staff will have a broad portfolio that includes:

- Assisting the Commissioner in ensuring smooth coordination across MOIA's programs and teams;
- Working with the Commissioner and senior team to set the strategic vision and values for the Office;
- Supporting senior leadership to achieve excellence in staff management and development;
- Leading key policy and programmatic initiatives for the Office; and
- Representing the Commissioner, as needed, for high-level internal and external matters.

Qualifications:

The preferred candidate must have excellent analytical and interpersonal skills, strong communication and organizational skills, and experience effectively handling multiple priorities. The candidate should also have demonstrated ability to deal with a diverse constituency and work productively under pressure, both as an individual and part of a team. Extensive management experience is a must. Experience working in public affairs, non-profits, or the government and/or experience with immigration-related issues are assets.

- Advanced degree from an accredited college or university and a minimum of 5 years of experience
- Strong management and leadership skills
- Excellent oral communication skills
- Excellent interpersonal skills
- Excellent attention to detail
- Ability to self-start and work productively with minimal supervision
- Keen ability to prioritize and handle multiple assignments
- Ability to work with all levels of staff, inside and outside the agency

Salary: Commensurate with experience.

To Apply: Please submit a resume and cover letter to [Candidate Application](#)

**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**

