



Office of the Mayor

Mayor's Office of Research and Media Analysis

Research Analyst

Job ID# 16495

About the Office:

The Mayor's Office of Research and Media Analysis is responsible for monitoring media coverage related to the city's policies and operations, and performing research in support of the administration's broader communications priorities.

About the Role:

The Mayor's Office of Research and Media Analysis is accepting applications for a Research Analyst. This is an entry-level role that is ideal for someone interested in New York City politics and communications. Responsibilities of the Research Analyst include, but are not limited to:

- Monitoring news sites and social media in real-time and disseminating breaking stories;
- Transcribing the Mayor's remarks for public release;
- Compiling early morning or evening press clippings;
- Creating reports on broadcast news coverage;
- Searching for relevant stories in television broadcasts, radio, traditional media outlets, and community papers;
- Additional research projects in support of short- and long-term communications needs.

Qualifications:

- Bachelor's degree;
- An interest in local politics and a passion for New York City (candidates with local ties are highly encouraged);
- Self-motivated to find the latest news;
- Familiar with the New York City media landscape;
- Strong written communication skills;
- Speedy and accurate typist;
- Ability to meet tight deadlines;
- Flexible schedule;
- Superior attention to detail.

Salary: Commensurate with experience.

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

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Residency is Required Within 90 Days of Appointment**