



## Mayor's Office for International Affairs

**Position Title:** Director of Communications and Speechwriting  
**Job ID Number:** 35724

### **About the Office:**

The Mayor's Office for International Affairs (IA) serves as the liaison between the City and New York City's international community, which includes 193 Permanent Missions, 116 Consulates, over 70 Trade Commissions, and the headquarters of the United Nations. The Office functions as a global platform from which the City can promote its goals for a more just and equitable society, showcase the diversity of New Yorkers, and share best practices with the world. The Office also works to foster positive relations and to encourage collaboration between the international community and New York City's agencies and local neighborhoods.

### **About the Role:**

The Director of Communications and Speechwriting is responsible for developing and implementing the Office's strategic communications plan to advance NYC's equity agenda. The Director will work directly with the Commissioner, Deputy Commissioners, and other stakeholders, to develop messaging and identify local and international opportunities for press and social media engagements. This work will include the creation of press releases and advisories, social media assets, and written pieces (articles, blog posts). The Director will also develop remarks and talking points for the Senior Leadership Team. Finally, the Director will serve as the main point of contact for media inquiries. This position reports to the Deputy Commissioner for Policy & Strategic Initiative, Chief of Staff. Working closely with the Commissioner, the Senior Leadership Team, and other stakeholders, the Director of Communications and Speechwriting will:

- Lead the development and implementation of a strategic communications plan, including traditional media and digital strategy, to support IA's programs, projects, events, and initiatives.
- Develop and manage relationships with media, government, and international partners to advance IA's communications equities.
- Lead on branding and develop innovative campaigns for the Office's diverse programming.
- Create all social media content including, but not limited to, Twitter, Facebook, Instagram, as well as content for blogs and medium posts with support from the IA Team.
- Oversee drafting and dissemination of media advisories, press releases, press briefing material, and other external communications as necessary.
- Coordinate and oversee creation of blog posts and other communications assets in collaboration with the IA Team.
- Liaise with the United Nations and seek ways to continue to strengthen and amplify the connection with this global institution.

- Represent the Commissioner and broader office, as appropriate, at events, meetings, and other public facing events.

**Qualifications:**

- Master's degree required in relevant field
- Minimum of 5 years of experience working in communications, preferably in government/international institutions
- Experience with developing communication and social media assets including press releases, press advisories, social media tiles
- Experience writing remarks and talking points for senior leadership
- Experience working with local and international press outlets and a strong network of press contacts, required
- Ability to work independently; actively seek collaboration; support colleagues in their work
- Understanding or familiarity with NYC government/the UN and knowledge of design (i.e., Canva) preferred

**Salary Range:**

Commensurate with experience.

**To Apply:**

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

**New York City Residency Is Required Within 90 Days of Appointment**

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The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

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*As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this*

*requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.*