

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Administrative Public Information Specialist	Level: L1
Office Title: Managing Editor	Salary: \$70,000-\$75,000
Division/Work Unit: Communications	Work Location: One Centre Street, NY, NY
Work Hours: 35 Hours per week. Evening and weekend hours may be required.	Number of Positions: 1

JOB DESCRIPTION

Manhattan Borough President Gale A. Brewer seeks an experienced, adroit **managing editor/writer** for speeches, reports, and other public-facing documents to be part of her energetic, collaborative communications team. The Managing Editor reports to the Director of Communications, and works closely with the Press Secretary and the office's staff at large to execute overall strategy. The person in this role is responsible for originating/editing copy for various outreach purposes, particularly...

- Remarks/speeches (on topics high and low)
- Congratulatory letters and ceremonial proclamations (ditto)
- Reports that are written in wonk-speak in the first draft, and are cogent and memorable when you finish with them
- Web copy that is appropriately informal and yet informative
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QUALIFICATION REQUIREMENTS

1. A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including (2) years in an administrative or supervisory or consultative capacity; or
2. A combination of education and /or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.

PREFERRED KNOWLEDGE/SKILLS/ABILITIES

- Self-starter with superb time management (you know when you're going to be underwater before you actually are)
- Ability to write quickly, and often subtly, in multiple tones for the surprisingly diverse audiences (that's why we said "adroit" above)
- Sense of humor and presence of mind that stays intact under deadline
- Understanding of government and substantive issues
- The number of years of experience is less important than intelligence and sheer skill.

- Experience running a college paper, or founded a non-profit's content-driven website or blog, or just came off a campaign and want to keep writing every day—this is a great job.
- There will be a writing test.
- You'll need to be available for occasional evening and weekend hours.
- Spanish language skills a huge plus.

TO APPLY

Interested candidates should complete the following two requests:

1. Email a cover letter and resume IN ONE DOCUMENT ATTACHMENT(word or PDF) to resumes@manhattanbp.nyc.gov with “**Managing Editor**” in the subject line, **AND**
2. **Non-City Employees:** Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID# 272251
City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for Job ID# 272257

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

The City of New York is an Equal Employment Opportunity Employer