



One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill Job Vacancy

Communications Assistant (Exempt)

Location: One State Street, NYC

Business Unit: Executive

Negotiating Unit: Management Confidential (M/C)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: 59,038 - \$73,259 (Salary commensurate with experience)

Appointment Status: This is an appointment to a position in the exempt jurisdictional class.

Appointment to this position is pending Division of Budget approval to fill.

The New York State Department of Financial Services (DFS) is seeking a Communications Assistant to support the dynamic DFS external affairs and media operations in the office. Under the direction of the Director of Communications and Assistant Deputy Superintendent for External Affairs and Strategy, the Communications Assistant will be responsible for supporting media strategies to generate news media coverage and public awareness of DFS' activities and initiatives in New York. Duties will include, but not be limited to, the following:

- Receives and monitors incoming media inquiries via phone and email from reporters, and works with the team to coordinate responses;
- Compiles and manages distribution of morning news clips regarding the Department and Superintendent;
- Monitors, and shares media and press coverage of DFS and the DFS Superintendent;
- Drafts, proofreads, and prepares press releases, opinion-editorials, blog posts, newsletters, briefing memos, internal announcements, and earned media plans;
- Maintains and develops accurate press lists and contacts;
- Assists in event coordination, including opening press events;
- Supports External Affairs and Strategy team special projects as needed;
- Assists with management of Department social media accounts; and
- Other duties as assigned.

Preferred Skills:

- BA degree and 1-3 years of full-time, experience in communications, public relations, or journalism.
- Ability to manage multiple projects at once in a deadline driven environment.
- Ability to work quickly to meet demands in a dynamic, news cycle; work flexible hours.
- Ability to navigate last-minute assignment requests.
- Knowledge of New York State media market.
- Experience in building news media relationships.
- Ability to translate public policy and regulations into concise messages for the media and public.

Appointment Method:

This is an appointment to a position in the exempt jurisdictional class. As such, the incumbent of this position would serve at the pleasure of the appointing authority.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than December 1, 2021**, to the email address listed below. Please include **(Box EA-CA-00124)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Sandra Mell
Box EA-CA-00124
New York State Department of Financial Services
Office of Human Resources Management
99 Washington Avenue, Suite 301
Albany, New York 12257
Email: nce.notifications@dfs.ny.gov
Fax: (518) 402-5071

Please note that not all applicants may be scheduled for an interview.

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job and the accommodation would not constitute an undue hardship on the operations of the agency.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.