



Office of the Mayor

Press Office

Position Title: Deputy Press Secretary

Job ID Number: 35401

About the Role:

The Office of New York City Mayor Eric Adams is seeking multiple Deputy Press Secretaries to serve in the Mayor's Press Office. Deputy Press Secretaries report to the Press Secretary and work alongside other Deputy Press Secretaries and numerous city agencies to develop and execute effective communication strategies. Deputy Press Secretaries must develop and maintain relationships with the press and other media. Daily responsibilities of the Deputy Press Secretaries will include:

- Interacting with top reporters covering City Hall, as well as those covering a range of other agencies, and serving as a spokesperson for City Hall;
- Overseeing media relations for agencies within their portfolio;
- Writing, reviewing, and editing press releases, media advisories, briefing papers, and other relevant materials;
- Putting together press events for Mayor Adams and various city agencies;
- Working to arrange interviews with senior administration officials, including Mayor Adams, and staffing those interviews;
- Performing other duties as necessary.

Qualifications:

- Bachelor's degree and a minimum of six (6) to 10 years of experience in media relations, communications, or a related field demonstrating an increasing scope of work and responsibility. Prior fluency in other languages is desirable, but not required.
- Willingness to work non-traditional hours. The Mayor's Press Office does not work 9-5 hours and requires team members to be on-call nights, early mornings, weekends, and on holidays.
- Ability to operate in a fast-paced environment, often under short and shifting deadlines and in high-pressure situations. The right individual must also be able to juggle multiple priority assignments effectively.
- Previous on-the-record experience is required, as is the ability to shape stories off-the-record and on background.
- Excellent verbal and written communication skills. Being a strong writer, who can tell a story clearly and concisely is a must, as is a clear understanding of all AP-style rules.
- Ability to work well independently and as a productive member of the Mayor's Press Office and wider team.
- Prior New York City press experience and/or prior government, political, and/or campaign communications experience is strongly preferred.

The annual salary is competitive for New York City and will be determined after a complete evaluation of the selected candidate's qualifications. We offer a comprehensive New York City benefits package, including paid leave, health, dental, vision, and retirement benefits.

The ability to work full-time, in-person at City Hall is a condition of employment for this position.

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
The Office of the Mayor and the City of New York are equal employment opportunity employers.**

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.

For current job opportunities in the NYC Mayor's Office visit the [Mayor's Office Job's Page](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at HR@cityhall.nyc.gov.

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.