



Office of the Mayor

Chief of Staff

Job ID Number: 35514

About the Role:

Working in the NYC Mayor's Office at City Hall under the direction of the Communications Director, the Chief of Staff will and be an artful writer and skilled strategic communicator with strong relationship skills. The Chief of Staff will work to advance the Communications Directors priorities and vision in City Hall and with the agencies and serves as a confidential assistant on matters of a sensitive or policy-making nature. The successful candidate will work closely with the Communications Director and the communications and press teams to manage staff development, manage relationships with agencies, develop strategic campaign plans, and oversee all administrative responsibilities for the Director, including scheduling and correspondence.

Responsibilities May Include:

- Serve as a strategic liaison for the Communications Director to staff, other agencies and external constituents, ensuring a unified understanding of and progress towards those goals and priorities.
- Monitor progress to strategic campaign goals and work with Communications Director's staff and other departments to ensure progress to goal.
- Maintain effective lines of communications, keeping the Senior Advisor fully informed of all critical issues.
- Draft critical communications, letters, proposals, PowerPoint presentations, policy statements, briefings and talking points for the Senior Advisor on a wide array of topics and for a breadth of constituents.
- Support weekly staff meetings and partner meetings.
- Organize and help to coordinate and support and staff the Senior Advisor as needed
- Ensures seamless coordination of the Senior Advisor's schedule, including drafting and organizing materials and briefings for meetings, as appropriate;
- Supports the Senior Advisor on high priority or special projects, as needed.
- Identifying issues across all units that fall under the Communications Director and elevating these issues to the Senior Advisor as necessary.

Qualifications:

- Bachelor's degree and 3-5 years of experience in government.
- Prior experience in an executive office setting preferred, as well as superb time management and organizational skills
- Superior written and verbal communication skills, interpersonal skills and media knowledge required;
- Excellent critical thinking and analytical skills and ability to apply high-level communications thinking to remarks;
- Superior ability to organize, manage and drive multiple projects, and meet deadlines in a fast-paced environment;
- Proficiency in Microsoft Word and Excel, required;

Salary Range:

Commensurate with experience.

To Apply: Please submit a resume, cover letter and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days of Appointment

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

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.