

Governor's Office of Storm Recovery

Job Posting

Position Title: Communications Manager

About Us

Governor Cuomo created the Office of Storm Recovery in June 2013 to centralize recovery and rebuilding efforts in storm-affected municipalities throughout New York State. In close collaboration with local and community leaders in these areas, the Office, under the New York Rising umbrella, is working to respond to communities' most urgent rebuilding needs while also identifying long-term and innovative solutions to strengthen the State's infrastructure and critical systems for the future. New York Rising programs include: 1) the Housing Recovery program, which provides homeowners with assistance for home repairs/rehabilitation, mitigation and elevation, and buyouts; 2) the Small Business program, which includes small business grants of \$50,000 or more and low-interest loans for businesses recovering from the storms; and 3) the Community Reconstruction Program, which provides assistance through a community-driven initiative to develop distinct comprehensive recovery plans which increase resilience and economic development in the regions affected by these three storms.

Position Summary

We are seeking a Communications Manager who will be responsible for helping to document and disseminate information and stories about GOSR's work. This position is one of two that will develop and deliver internal and external communication programs, channels and vehicles to drive awareness of GOSR's, projects and policy.

Responsibilities

Responsibilities include but are not limited to:

- Manage content on digital media including Twitter, Tumblr, Facebook and Instagram
- Write web content including articles, program summaries, FAQ's
- Create new social media accounts for Storm Recovery as appropriate and develop a digital communications plan for all accounts. Including determining ways to promote channels through paid and unpaid advertising and marketing
- Coordinate social media engagements including contests, online chats, photo submissions, and polls
- Update Storm Recovery website content including creating news stories, updating community meetings, creating program content
- Manage website redesign and relationship with outside vendor on new design and developing interactive features for the web. Coordinate with ITS on implementation and platform changes

- Manage email correspondence through online web form and respond to public questions through social media.
- Coordinate press requests including drafting talking points for interviews and answers to press inquiries, as well as writing press releases and pitching to reporters

Qualifications

- A Bachelor's degree or equivalent work experience
- A Minimum of five years of professional experience in communications, journalism, knowledge management or other activity with substantial responsibility for writing or reporting
- Excellent writing and editing skills with the ability to write compelling and insightful material for wide range of audiences
- Excellent interviewing skills - including the ability to connect to people from a wide ranges of backgrounds and cultures
- Skilled in web design, video production, photography, content management, communications/social media analytics
- Well-organized with ability to prioritize and organize multiple projects
- Team player with good interpersonal skills, able to work within and manage diverse groups
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives
- Ability to take knowledge and transform into exciting and useful messages, and disseminate to the right audiences through the best distribution channels.
- Highly collaborative style; experience developing and implementing communications strategies
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.