



Executive Division – Press Office
Press Assistant – New York City
Reference No: EXEC/PO_PA_NYC_6011

The Press Office in the Executive Division of the Office of the New York State Attorney General (“OAG”) is seeking a Press Assistant to support the work of the communications team. As head of the OAG, the Attorney General is both the “People’s Lawyer” and the State’s chief legal officer. As the “People’s Lawyer,” the Attorney General serves as the guardian of the legal rights of the citizens of New York, its organizations and its natural resources. In his role as the State’s chief legal counsel, the Attorney General not only advises the Executive branch of State government, but also defends actions and proceedings on behalf of the State. The OAG also brings affirmative litigation and develops policy initiatives on topics including financial regulation and enforcement, health care, environmental protection, labor, public integrity, consumer protection, housing, drug trafficking, nonprofit law and many others.

The Press Assistant duties include, but are not limited to:

- Compiling a daily, morning briefing of the press clips for distribution to the Attorney General and senior staff; this will include monitoring the news throughout the day with updates circulated on an hourly basis;
- Preparing a weekly newsletter on the OAG’s press highlights and other accomplishments for distribution to key supporters and intergovernmental contacts;
- Answering the main press office phone line and responding to questions from reporters and the public as well as directing callers to the appropriate press officer;
- Completing the final review of all press releases and overseeing the distribution of these to the press offices’ mailing lists;
- Managing a database of statewide press contacts; and
- Assisting with the management of the OAG’s social media platforms, including composing and publishing Facebook and Twitter posts as well as collaborating with the graphics team to design materials for these accounts that are visually appealing and compelling.

Applicants must have at least a Bachelor’s degree and a minimum of two (2) years of communications experience, preferably in the public sector, journalism, politics or a related field. The ideal candidate will be familiar with the intersection of policy, media and communications.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications are being received online. To apply, please visit our careers website: www.ag.ny.gov/job-postings. Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter** (You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment)
- **Resume**

- List of three (3) references with contact information and email addresses
- Writing Sample

Please note: Failure to submit a complete application will delay the consideration of your application.

If you have questions regarding a position with the OAG and the application process or you need assistance with submitting your application, please contact the Legal Recruitment Bureau via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: www.ag.ny.gov.