



**Executive Division – Press Office**  
**Senior Speechwriter – New York City**  
**Reference No: EXEC/PO \_SSW\_NYC\_6010**

The Press Office in the Executive Division of the Office of the New York State Attorney General (OAG) is seeking a Speechwriter. 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 Speechwriter will work in a fast paced environment with OAG bureau chiefs, press officers and senior staff to synthesize detailed information on the work of the office into clear and compelling speeches and talking points that are geared to a variety of audiences as well as preparing briefing and other media materials for the Attorney General; speeches are edited in close collaboration with the Attorney General. The Speechwriter also works closely with other communications staff to plan and execute speaking events that advance the Attorney General’s broader communications strategy. This position is based in New York City; some travel may be required.

Applicants must have at least a Bachelor’s degree and a **minimum of five (5)** years of experience in speechwriting, editorial writing, or government press. The ideal candidate also will have excellent oral, written, and presentation skills, and the ability to meet tight deadlines on competing projects; flexibility and discretion are required.

*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 website: <http://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](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.

For more information on our Office, please visit our website: [www.ag.ny.gov](http://www.ag.ny.gov).