



Executive Division
Press Office – New York City
Press Assistant
Reference No. EXEC/PO_PA_NYC_6435

Application Deadline is May 15, 2026

The Office of the New York State Attorney General (OAG) is seeking a Press Assistant to serve on the Attorney General’s Press Team to support all operations of the department. The Press Assistant will work closely with the Director of Communications, Press Secretary, and other senior staff to develop and execute effective communication strategies to further the daily work of OAG. Daily responsibilities of the Press Assistant will include, but will not be limited to drafting press releases, statements, media advisories, and social media content; working with OAG attorneys and other legal support staff on key projects; and communicating with the state and the nation’s top political, regional, and legal journalists, while also managing press contacts at key media outlets. This position is located in New York City.

Qualifications:

- **Two (2) years** of experience in media relations, communications, or a related field is required;
- Strong verbal, written, analytical, and organizational communication skills are required;
- Prior New York state work experience and prior government, political, and/or campaign communications experience is strongly preferred;
- Ability to work in a dynamic environment and manage shifting deadlines and multiple priority assignments effectively; and
- Ability to work well independently and as a productive member of OAG’s Press Office and the wider Executive team.

The annual salary for this position is \$65,055 plus \$4,000 in location pay. As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*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 must be submitted online. To apply, please visit www.ag.ny.gov/job-postings/other

To ensure consideration, applications must be received by close of business on May 15, 2026.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in a position with OAG and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance OAG’s ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
 - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.

- If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **Reference List**
 - Submit a list of three (3) references; supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the position.

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

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