



PUBLIC ADVOCATE FOR THE CITY OF NEW YORK

Letitia James

Position: Communications Internship
Location: 1 Centre Street, New York, NY
Salary: Unpaid
Program Start Date: Summer Interns – Part time/ Full time

Contact: Annie McGee
amcgee@pubadvocate.nyc.gov

Application Deadline: Rolling

Overview

The Public Advocate for the City of New York is a citywide elected official who serves as a direct link between the electorate and city government, effectively acting as an ombudsman, or "watchdog," for New Yorkers by providing oversight of city agencies, investigating citizens' complaints about city services and making legislative or policy proposals to address perceived shortcomings of those services; as well as bringing litigation. The Public Advocate presides over New York City Council stated meetings and is a non-voting member of the Council with the right to introduce and co-sponsor legislation.

Position Description

The Communications Department creates public-facing messaging strategy for the Office of the Public Advocate. Working with other departments, the communications team determines the best way to use media to inform the public what the Office of the Public Advocate is doing. This includes press conferences, press releases, social media, speeches, statements, exclusive interviews, and more.

Responsibilities:

- Assist with drafting talking points, press releases, media advisories, and statements
- Closely monitor traditional and social media for news about the Public Advocate and relevant issues
- Attend press conferences, forums, speeches, and other public events
- Assist with social media and website content creation

Requirements:

- Strong writing and editing skills
- Interest in politics and government
- Demonstrated ability to manage multiple projects and priorities; attention to detail
- Strong interpersonal and communication skills
- Motivated, driven, and passionate
- Minimum GPA 3.0

Interested applicants should send their most recent resume and cover letter to Annie McGee at amcgee@pubadvocate.nyc.gov. Following receipt of these materials, interviews will be scheduled.