



Letitia James

Public Advocate for the City of New York

Position: Fall Communications Internship
Location: 1 Centre Street, New York, NY
Salary: Unpaid
Program Start Date: September 2015

Contact: Joan Laufer
jlaufer@pubadvocate.nyc.gov

Application Deadline: Rolling

Overview

Letitia James is the Public Advocate for the City of New York, the second highest ranking elected office in the City. As Public Advocate, she serves as a direct link between New Yorkers and their government, acts as a watchdog over City agencies, and investigates complaints about City services.

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 Joan Laufer at jlaufer@pubadvocate.nyc.gov.