



## Executive Division

### Press Office – New York City

### Speechwriter

Reference No: EXEC/PO \_SW\_NYC\_6317

### Application Deadline is April 19, 2024

The Press Office in the [Executive Division](#) of the Office of the New York State Attorney General (OAG) is seeking a Speechwriter. The Speechwriter will work in a fast-paced, collaborative 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, op-eds, and talking points that are geared to a variety of audiences. In addition, the Speechwriter will prepare 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 will be based in New York City and reports to the Director of Communications.

#### Qualifications:

- A minimum of three (3) years of relevant work experience in speechwriting, editorial writing, or government press that demonstrates an increasing scope of work and level of responsibility;
- Prior experience advising local, state, or federal elected officials and/or experience working in NYS/NYC government or politics is/are strongly preferred;
- Excellent writing, presentation, and verbal communication skills, including the ability to communicate complex information clearly and accessibly for diverse audiences;
- Sound judgement, including the ability to handle confidential and sensitive information with discretion; and
- Proactive with the ability to self-manage multiple projects and priorities while meeting tight deadlines.

The annual salary for this position is \$111,480 + \$3,400 in location pay. As an employee of the 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, the 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 click on the following link: [EXEC/PO SW NYC 6317](#)

**To ensure consideration, applications must be received by close of business on April 19, 2024.**

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 this position 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 the OAG's ability to better serve the diverse population of this state.

- **Resume**
- **Writing Sample**
  - Provide a portfolio with three to six (3-6) samples that you feel best demonstrate your writing abilities.
  - Please include a cover page that provides general information about each sample and a brief explanation of why you chose to submit it as part of your application.
- **List of three (3) references**
  - Only submit professional 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 that your references will not be contacted until after you interview for the position.

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

**For more information about the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**