



**Executive Division**  
**Press Office – New York City**  
**Deputy Press Secretary**  
**Reference No. PO\_NYC\_DPS\_6350**

### **Application Deadline is December 27, 2024**

*The Deputy Press Secretary's primary focus is Spanish language media strategy.*

The [Executive Division](#) of the Office of the New York State Attorney General (OAG) is seeking a Deputy Press Secretary to serve in the Attorney General's Press Office with a particular focus on Spanish language media. The Deputy Press Secretary will work closely with the Director of Communications and other senior staff to develop and execute effective communication strategies. The Deputy Press Secretary must develop and maintain relationships with the press, specifically Spanish language media. Daily responsibilities will include but not be limited to drafting and translating press releases, statements, advisories, social media content, and other relevant materials; identifying opportunities to enhance communications with New York's diverse Spanish speaking communities; working with OAG attorneys and other legal support staff on projects and key issue areas; and interacting with top reporters in the political, regional, and criminal justice press. This position reports to the Director of Communications and is located in the New York City office.

#### **Qualifications:**

- **A minimum of four (4) years of experience** in media relations, communications, or a related field demonstrating an increasing scope of work and responsibility is required.
- Fluency in Spanish (reading, writing, and speaking) is also required.
- Prior New York state press experience and/or prior government, political, and/or campaign communications experience is strongly preferred.
- Excellent verbal and written communication skills.
- Ability to work in a dynamic environment and manage shifting deadlines and multiple priority assignments effectively.
- Ability to work well independently and as a productive member of the Attorney General's Press Office and wider Executive team.
- Availability for periodic travel within New York state is required.

**The annual salary for this position is \$89,249 + \$3,400 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 click on the following link: [PO NYC DPS 6350](#)

**To ensure consideration, applications must be received by close of business on December 27, 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 OAG’s ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - At least one of the samples you provide must be written in Spanish.
  - Please provide a sample press release.
  - Please provide a longer writing sample (2-5 pages is sufficient). This sample should demonstrate your ability to write persuasively, accessibly, and to organize information effectively. If you choose to submit an excerpt from a longer piece, please include a cover page to provide the reviewer with any relevant information/context.
  - Upload your samples as one document using the field provided on the online application form.
- **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 OAG, 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 OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**