



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1427

POSITION TITLE: SPECIAL PROJECTS COORDINATOR (PUBLIC INFORMATION) **JG:** NS

LOCATION: OCA - DEPARTMENT OF COMMUNICATIONS
PUBLIC INFORMATION UNIT
NEW YORK, NY

BASE SALARY: \$107,000 - \$133,000 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university in Journalism, English, Communications, Public Relations, or a related field and at least 5 years of experience working in a public information or media relations role.

ASSIGNMENT: The Public Information Manager will use their knowledge and experience to assist the Director of Communications in coordinating media requests, drafting responses, and disseminating news of the New York State Unified Court System to the media and the public. Duties include, but are not limited to:

- Assist the Director of Communications with managing sensitive press issues as well as crisis communications.
- Manage incoming press inquiries, research and draft written responses, and conduct outreach to approve quotes.
- Assist with drafting speeches, remarks, talking points, and other written materials to reflect the voice of the NYS Unified Court Systems leadership.
- Cultivate and maintain relationships with media outlets throughout the state including legal industry-specific media.
- Conduct strategic outreach to press to ensure coverage of major events.
- Proactively pitch stories to share the Unified Court Systems and administration's topline messaging.
- Formulate media strategies to create visibility, awareness, and positive perceptions of the NYS Unified Court System; effectively publicize court system services, programs, initiatives, events and achievements and promote our image through print and broadcast media.
- Organize and facilitate media briefings, press conferences, and interviews.
- Arrange and coordinate photo/video opportunities to highlight new programs and initiatives, executive appointments, special events and positive achievements.
- Collaborate across the Communications Department to ensure consistency in messaging including utilization of multimedia, graphics, and web-based resources.

Candidates with strong writing, communication, and organizational skills; excellent administrative and interpersonal skills; ability to work as part of a team and build/maintain partnerships; and ability to handle multiple challenging assignments simultaneously are encouraged to apply. **Knowledge and experience working in the press, government or public relations fields is preferred.**

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a cover letter and resume by email to ComJobs@nycourts.gov or mail to:

ALFRED BAKER
DIRECTOR OF COMMUNICATIONS
25 BEAVER STREET
NEW YORK, NY 10004

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM](#)

POSTING DATE: March 5, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 2, 2024

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
