Communications Officer
Press Office
Reference #22-94

The New York State Division of the Budget (DOB) is looking for a skilled, motivated communications professional to serve as an essential part of the press office to help the DOB and the executive branch execute critical functions of New York State government, including the annual release and enactment of the second-largest state budget in the United States, and daily communications about state spending and revenue. This is a rewarding and high-visibility role, working with leadership across all state agencies and the executive chamber, impacting every part of the state programatically and geographically. The ideal candidate will have strong data visualization and other graphics skills, be an excellent writer and copy editor for a general public/media audience, and have media relations experience.

Responsibilities of the Communications Officer would include, but are not limited to:

- Assist the Communications Director and teams throughout DOB in the production of public-facing documents and products, including annual budget publications, quarterly updates, presentations, talking points, and various reports throughout the year.
- Serve as copy editor, researcher and drafting assistant for public-facing documents, publications, talking points and other products that have a budget nexus created across DOB units and in the executive chamber and executive agencies.
- Serve as a catalyst for ideation and execution of new publications and products to make the work of DOB more familiar and accessible to the general public.
- Work with teams throughout DOB to help produce clear, meaningful, insightful, impactful, and attractive data visualization products, such as charts, graphs, infographics and more, for various mediums such as print, web, presentation decks, and social media.
- Assist with media monitoring and other research.
- Serve as backup to the Communications Director as media liaison or spokesperson as needed.

Qualification/Skills:

- Skilled in data visualization.
- Skilled in graphic design and layout for print publications, web sites, presentations, and social media.
- Skilled in copy editing and in concise, simple, error-free writing. Skilled in quickly translating complex budgeting, fiscal and policy information into clear language for a general public audience.
- Comfort in a fast-paced, rapid-response environment.
- Experience in media relations and communications a plus.

How to Apply:
To be considered for this or future positions with DOB, please complete the [Online Employment Application](#) and select “Communications Officer” as the Title Applying For. Applications are held in the DOB’s resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for DOB, please contact personnel@budget.ny.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER