



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Communications Assistant (Executive Assistant), NS

Location: One State Street, New York City

Business Unit: External Affairs & Strategy

Negotiating Unit: Management/Confidential (M/C)

Please note that a change in negotiating unit may affect your salary, insurance, and other benefits.

Salary: \$65,164 - \$80,860

Positions located within the New York City metropolitan area, as well as Suffolk, Nassau, Rockland, and Westchester Counties, are also eligible to receive an additional \$3,400 annual downstate adjustment.

Appointment Status: This is an appointment to a position in the exempt jurisdictional class.

Appointment to this position is pending Governor Appointment's Office and Division of Budget approval.

The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services (DFS) is seeking candidates for the position of Executive Assistant in External Affairs & Strategy to support the dynamic DFS external affairs and media operations in the office. Under the direction of the Director of Communications and Assistant Deputy Superintendent for External Affairs and Strategy, this position will be responsible for supporting media strategies to generate news media coverage and public awareness of DFS' activities and initiatives in New York, New York. Duties include, but are not limited to, the following:

- Receives and monitors incoming media inquiries via phone and email from reporters and works with the team to coordinate responses;
- Compiles and manages the distribution of morning news clips regarding the Department and the DFS Superintendent;
- Monitors and shares media and press coverage of DFS and the DFS Superintendent;
- Drafts, proofreads, and prepares press releases, opinion-editorials, blog posts, newsletters, briefing memos, internal announcements, and earned media plans;
- Maintains and develops accurate press lists and contacts;
- Assists in event coordination, including open press events;
- Provides special projects support for External Affairs and Strategy team as needed; and
- Assists with management of Department social media accounts.

Preferred Qualifications

- Bachelors degree and 1-3 years of full-time experience in communications, public relations, or journalism.
- Ability to manage multiple projects at once in a deadline driven environment.
- Ability to work quickly to meet demands in a dynamic, news cycle; work flexible hours.
- Ability to navigate last-minute assignment requests.
- Knowledge of New York State media market.
- Experience in building news media relationships.
- Ability to translate public policy and regulations into concise messages for the media and public.

Appointment method:

This is an appointment to a position in the exempt jurisdictional class. As such, the incumbent of this position would serve at the pleasure of the appointing authority.

To Apply: Interested qualified candidates must submit a resume and letter of interest no later than **no later than March 28, 2025** to the email address listed below. Please include the Box # (Box CAEA-00125) in the subject line of your email to ensure receipt of your application. Email submissions are preferred.

Please be advised that the New York State Department of Financial Services does not offer sponsorship for employment visas.

Tyler Lebel
Box CAEA-00125
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: NCE.Notifications@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview.

Public Service Loan Forgiveness

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.