



Our Future Starts
With *you!*

POSITION: Communications Manager

DEPARTMENT: Albany County Legislature

SALARY: \$65,000-\$75,000 (Commensurate with experience)

WORK LOCATION: 985 Madison Avenue Albany, NY 12202

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

The Albany County Legislature, Office of the Chair, seeks candidates for the position of Communications Manager. The candidate should be an organized, dedicated professional with expertise in strategic communication, media relations, content development, and events. The successful candidate must be adaptable, capable of managing multiple projects, and willing to travel to community events, including occasional evenings and weekends. In this role, the individual will work directly under the Director of Intergovernmental and Legislative Affairs, supporting the development and execution of communications strategies for the Albany County Legislature. The ideal candidate will assist members of the Albany County Legislature with their legislative and grassroots advocacy efforts and community initiatives while managing various internal and external communications, serving as the media point of contact on behalf of members of the legislature, and keeping the public informed on Legislative priority issues and accomplishments. Duties are performed under the general supervision of the Chief of Staff in the Office of the Chair of the Albany County Legislature.

TYPICAL WORK ACTIVITIES, TASKS, AND ASSIGNMENTS:

- Provide communications support for the Office of the Chair and members of the Legislature;
- Assist with logistics for press conferences and legislative events;
- Draft and edit press releases, pitches, talking points, FAQs, and statements;
- Create engaging content for various platforms including websites, social media, and press releases;
- Manage the planning of events, including press events, annual charity/office events, forums, and speaking engagements;
- Prepare and manage different communication strategies in response to various public situations;
- Draft content and disseminate statements, press releases, media advisories, op-eds, letters to the editors, reports, external publications, newsletters, social media channels, and the Albany County website;
- Serve as the spokesperson and media liaison for the Legislature; build and maintain working relationships with members of the New York State Capitol press corps and local media outlets; prepare talking points and conduct media training as necessary; track and report media coverage; and
- Possess outstanding oral and written communication and interpersonal skills to effectively communicate with stakeholders, including the public, the media, and other government entities.

MINIMUM QUALIFICATIONS:

- A bachelor's degree is required; a master's degree is preferred;
- Three (3) to five (5) years of experience in communications, public affairs, media relations, and/or marketing-related positions preferred, ideally within government;
- Proficiency in software such as Canva and other tools related to the creation of social media graphics;
- Advanced experience in communications, media, or public relations, and experience as a communications professional in a government agency or public policy organization;
- Ability to synthesize local laws, resolutions, and reports;
- Ability to manage multiple priority projects;
- Ability to work some evenings, weekends, and holidays;
- Ability to travel to and from events throughout Albany County; and
- The successful candidate must be a resident of Albany County at the time of hire.

Candidates must submit resume and writing sample at time of application.

POINT OF CONTACT FOR INQUIRIES:

Liam.mcdonald@albanycountyny.gov

