

## **Deputy Communications Director**

The Town of North Hempstead seeks a Deputy Communications Director, for a position to be filled starting January 4, 2016. The Deputy Communications Director is responsible for supporting the Communications Director in all business of the busy office. The Deputy traffics a large number of press releases, photos, photo captions, citations, speeches and newsletter content for the Town, the Supervisor and eight other elected officials.

Candidates must have excellent verbal skills and writing skills, including experience in writing press releases, photo captions, advertisements and newsletter content. Must have familiarity with local media, web page and social-media trends expertise and experience handling sensitive and confidential issues. The Deputy is also responsible for monitoring the office's budget and supplies. Must have a bachelor's degree in a related field--communications, English, or journalism. The Deputy Communications Director will report to the Communications Director. The deputy director may be expected to attend special events, some of which may occur in the evenings or on weekends.

Minimum 5 years experience is required in a related field.

**If interested in the position, please email a resume plus cover letter summarizing qualifications and salary requirements to Bob Weitzner, Commissioner of Human Resources, at [careers@northhempsteadny.gov](mailto:careers@northhempsteadny.gov)**