



THE CITY OF NEW YORK
INDEPENDENT BUDGET OFFICE

110 WILLIAM STREET, 14TH FLOOR
NEW YORK, NEW YORK 10038
(212) 442-0632 • FAX (212) 442-0350 • EMAIL: ibo@ibo.nyc.ny.us
<http://www.ibo.nyc.ny.us>

9/14/22

Communications Specialist

The Independent Budget Office is seeking a Communications Specialist to help develop and deliver new formats for disseminating IBO's research and broadening the audience for the agency's work. IBO is a New York City government agency providing impartial, nonpartisan information on the city budget, tax revenues, and the local economy to elected officials and the public.

Candidates should be able to work with IBO's analytical staff and their largely data-driven research to create new and engaging platforms to help promote our work. These may include, but are not limited to new multi-media opportunities, interactive data dashboards, maps, and other digital story-telling products. We are looking for a candidate with a creative vision, a demonstrated interest in New York City's budget and policies, and willingness to adopt and share new ideas.

Candidates should have experience in content production, a strong portfolio of data visualization projects, and/or web design. Excellent communication skills required. Ability to work collaboratively across IBO's staff, juggle multiple projects, and meet deadlines is critical. Candidates should be familiar with Adobe InDesign, Illustrator, Dreamweaver, HTML, and online mapping programs such as ArcGIS. Photo and video-editing software is an asset.

A Bachelor's or Master's degree in computer science, journalism, communications, or a related field, or equivalent experience.

Salary range: \$80,000-\$90,000, depending upon experience.

Other Information:

New York City residency must be established within 90 days of appointment and is required for the first two years of city service, after which employees may reside in Nassau, Orange, Putnam, Rockland, Suffolk, or Westchester Counties. Foreign nationals must have a valid permanent resident card ("green card") or renewable work permit.

New hires must be vaccinated against the COVID-19 virus by the date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

IBO allows for hybrid work schedules.

How to Apply:

Send a resume and cover letter to commteamresumes@ibo.nyc.ny.us by October 14, 2022.

No phone calls please.