

**OFFICE OF THE BROOKLYN BOROUGH PRESIDENT**

**COMMUNICATIONS DEPARTMENT**

The Communications Department is responsible for information disseminated to the public through both print and electronic media as well as through press conference and public events. In consultation with the borough president and his chief of staff, the director of the Communications Department formulates talking points for speeches, testimony and commentary on major policy issues and outlines a course of action to both publicize the borough president’s initiatives and respond to relevant current events/issues in the borough, city and nation.

**Communications Intern**

* Writing and media experience preferred (writing sample required).
* Assists communications director in coordinating media events and responding to press inquiries.
* Contributes research for press activity/speeches.
* Tracks borough-wide and citywide media for office.
* Works collaboratively with communications staff and other internal departments to produce written materials.
* Writes press releases; newsletter articles, proclamations, citations and letters, as needed.
* Performs office functions, including database management and filing.

If you would like to be considered for an intern/volunteer position, please e-mail your resume, cover letter and writing sample to Marie Ann Meyr at [mmeyr@brooklynbp.nyc.gov](mailto:mmeyr@brooklynbp.nyc.gov).