



## BRA/EDIC EMPLOYMENT OPPORTUNITY

### DIRECTOR OF COMMUNICATIONS

**JOB POSTING: # 18A-14**

**EMPLOYMENT STATUS: EDIC Employee**

**POSTING DATE: 4/25/14**

**DIVISION/DEPT: COMMUNICATIONS**

***\*This job posting will remain posted for 10 working days until (5/8/14) before a hiring recommendation can be made\*.***

**SUMMARY:** Under the direction of the Director/BRA, plan, organize, control and direct the Communications Division and staff. Directly or through staff, oversee all aspects of the communications and public information function including press releases, media relations, conferences, speaking engagements, marketing and publications. Coordinate internal communications function as directed. Serve as liaison between the Director/BRA and staff regarding communications issues, media planning and development. Manage and coordinate special projects for the Director and the executive staff. Serve as Authority spokesperson and act as liaison to Mayor's press office. Participate in overall organization strategic plan. Prepare and administer Communications Division operating budget.

Plan, organize, control and direct Communications Division and staff.

Oversee all aspects of the communications and public information function. Manage the planning and organization of press conferences including press releases, media relations, publicity, speaking agendas/engagements, visuals, publications and marketing.

Issue media advisories in conjunction with Press Secretaries.

Directly or through staff, manage scheduling of special events; oversee development and preparation of presentation materials.

Ensure development of marketing materials designed to promote the BRA and the City of Boston.

Serve as Authority spokesperson. Represent the Director and the agency at meetings and special events.

Serve as liaison with the Mayor's press office, Mayor's scheduling office, other City departments, public agencies, the media and general public.

Work with other City departments on all media related issues including providing advice, counsel, preparation and interviews, Freedom of Information Requests, press releases and news conferences.

Collaboratively with the Director/BRA and Division Heads, participate in the development and marketing of the overall organizational strategic plan, contributing expertise and information regarding communications, media planning and marketing.

Advise the Director/BRA and staff on communications issues; prepare appropriate responses. Coordinate internal communications function as directed.

Plan and coordinate the marketing of Boston and the agency to the general public; identify media opportunities for positive new stories for the agency and the City of Boston.

Directly, or through staff, ensure hiring, training, orientation, and scheduling of employees. Evaluate performance of assigned staff; recommend appropriate personnel actions. Review and approve personnel actions of staff. Comply with agency policies and procedures.

Develop and recommend Communications Division operating budget. Administer and implement approved budget; authorize purchases; justify variances. Maintain current, accurate documentation of financial transactions.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelor's degree or equivalent in Communications, English, Journalism, Public Relations, Government, Public Policy or related field. Requires 5-7 years of related experience; must have strong management ability. Expertise in dealing with the press is required. Exceptional oral and written communications skills are necessary.

**GRADE: 25**

**HIRING RANGE: \$86,035.03 - \$112,804.97**

**Submit resume/cover letter to: BOSTON REDEVELOPMENT AUTHORITY, HR  
43 Hawkins Street, Boston, MA 02114  
E-Mail: [HR.BRA@Boston.gov](mailto:HR.BRA@Boston.gov)**

*An Equal Opportunity Employer*

**BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.**

