



OFFICE OF THE NASSAU COUNTY COMPTROLLER

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Mineola, New York 11501
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nccomptroller@nassaucountyny.gov

GOVERNMENT RELATIONS ASSOCIATE

TITLE: Government Relations Associate

The Nassau County Comptroller's Office oversees the County's \$3.9 billion budget for the County's 1.4 million residents to ensure that taxpayer dollars are used efficiently, ethically and with transparency.

GENERAL POSITION DESCRIPTION

Government Relations Associate

The Office of the Nassau County Comptroller seeks a full-time Government Relations Associate to support the Comptroller and her Team with research, communication and events.

JOB TYPE

Full-Time

RESPONSIBILITIES

The Government Relations Associate will work with the Comptroller and her Communications Team to create written and digital content for use in the Comptroller's Office communications and to foster relationships with constituents and community groups. Activities will include:

- Drafting press releases, newsletter articles and social media posts
- Helping to prepare for events, compiling background info, talking points
- Accompanying the Comptroller to events, some during the evening and on weekends
- Proofreading Comptroller's Office communications
- Taking event photos
- Liaising with community groups.

QUALIFICATIONS

Nassau County residency is required.

Required: One to three years of hands-on public relations experience with a demonstrated record of excellent writing ability and well-developed interpersonal skills.

The successful candidate will have:

- A bachelor's degree in public relations, communications, or political science.
- At least three years' experience in public relations.
- Strong collaborative and cross-functional skills.
- Experience with social media

- Ability to work on several projects at once
- Comfort in a deadline-driven environment.
- A keen eye for detail.
- The ability to shift gears as needed based on the changing, time-sensitive needs of the elected official's office.

Preferred Skills/Interests

- Experience taking photos with a digital SLR camera.
- Interest in Government
- Interest in Nassau County

Physical Requirements:

Ability to work with computers for long hours.
Evening and weekend availability.

Salary: \$50,000 - \$60,000

To Apply: Submit a cover letter and resume to NCComptroller@nassaucountyny.gov

EOE/MFDV PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS, OR ANY OTHER NON-MERIT FACTOR