



NEW YORK STATE SENATOR

Jabari Brisport

Now Hiring: Constituent Advocate

JABARI BRISPORT May 14, 2024

JOB TYPE: Full Time

APPLICATION DEADLINE: June 5th

START DATE: June 2024

SALARY: \$78k Annually

SUPERVISOR: Director of Constituent Services & Organizing

BENEFITS: Health insurance (includes dental and vision), retirement plan options, paid time off, compensatory time

Constituent Advocate

These two employees provide timely and effective constituent services. CAs help constituents navigate the bureaucracy of NY State: they liaise with agencies on all levels of government to resolve issues faced by the Senator's constituents.

The CAs also inform the Director of Constituent Services and Organizing (DCSO) about emerging local issues, as well as facilitate community organizing among constituents within the district.

RESPONSIBILITIES

- Act as a representative for the Senator at community meetings or events
- Manage casework assignments
- Log all requests into database, maintain up to date files on all cases, screen active cases, ensure responsive work on constituent cases
- Execute tasks as assigned by the Director of Constituent Services and Organizing, especially in service of long-term community organizing
- Help execute constituent-facing events
- Draft advocacy letters in collaboration with the DCSO
- Maintain constituent resource database
- Performs other duties as assigned in the district office

QUALIFICATIONS

- Deep community organizing background, particularly in the areas of racial, climate, or housing justice
- Interpersonal skill:

- Ability to work cooperatively in a team environment
- Emotional intelligence and empathetic communication style
- Investment in relationship building within the district
- Multitasking skill
- Attention to detail
- Interest in social policy and knowledge of issues facing the district
- Strong oral and written communication skills
- Analytical and problem-solving skills
- Works well under pressure
- Can work a flexible schedule as required, including workday evenings and weekends, as well as travel to Albany office (expenses covered)
- Proficient in Microsoft Office
- CRM skill highly valued, but not required

**To apply please email a cover letter and resume to aybar@nysenate.gov and kclark@nysenate.gov.
Please submit materials as .pdfs**

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