



NEW YORK STATE SENATOR

Jabari Brisport

Now Hiring: Legislative Assistant

JABARI BRISPORT May 14, 2024



PAY TYPE: Part-time (aka "Special Annual" Senate Employee)

START DATE: 06/02/2025

SUPERVISOR: Legislative Director

SALARY: \$27,000 Annual

BENEFITS: Health Insurance (inclusive of dental and vision), Retirement Plan, Paid Time Off

DESCRIPTION:

- NYS Senator Jabari Brisport seeks a part-time Legislative Assistant. The assistant will conduct research and provide administrative support for the Legislative Director. The LA is required to report to the Senator's Albany office while the legislature is in session (January through early June); they may work virtually for the remaining calendar year. The LA will complete 18 hours of work per week.

RESPONSIBILITIES:

- Draft memos for the LD's attention: topics include but are not limited to policy, legislative hearing summaries, and issue summaries for various topics related to pending legislation
- Recommend bills for co-sponsorship; track requests for co-sponsorship
- Review Active List and recommend floor votes
- Review committee agendas to recommend votes
- Draft agenda for Senator's Children & Families Committee
- File Documentation for Legislative Department
- Catalog physical mail and flyer drops offs
- Other work may be assigned if within the limits of this role

QUALIFICATIONS:

- Equipped for remote work; employee must be based in New York State
- Ability to work cooperatively and courteously with others

- Proactive
- Strong oral and written communication skills
- Attention to detail
- Can work a flexible schedule with advanced notice
- Works well under pressure
- Demonstrated willingness to advance the Senator's goals
- Multitasking skill
- Professional sense of judgment and discretion
- Proficient in Microsoft Suite (Microsoft Office and SharePoint at minimum)
- Candidates with community organizing background strongly preferred

TO APPLY:

- Please email your resume and a brief cover letter in PDF format to kclark@nysenate.gov

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