



NEW YORK STATE SENATOR

Kristen Gonzalez

## WE'RE HIRING: Community Liaison

KRISTEN GONZALEZ July 8, 2024

| ISSUE: **COMMUNITY AFFAIRS**



**New York State Senate District 59**

### **Community Liaison Job Description**

The office of NYS Senator Kristen Gonzalez is seeking a Community Liaison. This representative will assist Queens, Brooklyn, and Manhattan constituents of the 59th Senatorial District in overcoming obstacles in navigating governmental agencies, maintain relationships with local leaders and concerned neighbors, and engage in community organizing with elected and neighborhood groups to tackle tough issues facing constituents.

Ideal opportunity for individuals looking for government and community organizing experience. The Community Liaison will work closely with the other community liaisons and the Director of Community Affairs to ensure the district office is responding adequately to the needs of SD59. The Community Liaison will report directly to the Director of Community Affairs.

### **Responsibilities**

- Assist the Community Affairs team by answering incoming calls and assessing any walk-ins to the Senator's district office for assistance on their needs. This would entail properly screening constituents by checking addresses in which they reside for their local elected officials and filling out the intake form as a part of the internal note-taking process.
- Handle and timely follow-up with casework on an array of issues including social services, housing, unemployment, education, and many other issues.
- Refer recurring cases on the spot by using community partnerships and a network of outside organizations conducting similar work.
- Ensure casework is properly documented in the Senate database in a timely manner.
- Attend monthly Community Board General Meetings, recurring community meetings and other local meetings organized by local stakeholders on behalf of the Senator and provide succinct notes on key developments.
- Build strong partnerships with community leaders, civic organizations, city/state/federal government offices, and individual constituents to address and solve everyday issues impacting the 59th Senate District.
- Plan and execute community events including Black History Month celebrations, food/produce distributions and canned food drives, back to school events, job fair, senior health fair, turkey giveaway, toy giveaways, among others.

- Provide status updates to the Director of Community Affairs on caseloads, community issues, events, staff concerns, scheduling issues, and any other matter that may require the team's attention.
- Works flexible hours including evenings and weekends.

### **Key Abilities & Experience**

- Demonstrated commitment to bettering the material conditions of working class New Yorkers in and beyond SD-59
- Exceptional attention to detail and time management skills; excellent verbal and written communication skills
- Research and decision making skills, including the ability to proactively find solutions and work independently and collaborate across a small team
- Demonstrated ability to think and plan strategically, especially in a fast-changing, often high stakes environment
- Comfort/experience with a public-facing position and the ability to work with basic office computer applications
- Ability to treat confidential information with appropriate discretion
- Ability to manage high volumes of calls and walk-ins
- Capacity to multitask and problem solve independently and with teams
- Comfort with representing the office at community events
- Knowledge of and familiarity with the diverse and urgent needs of a triborough district
- Must live in New York State upon beginning of employment

### **Bonus points if you:**

- Are a resident of SD-59

- Have speaking and/or writing knowledge of Spanish
- Are familiar with the needs of Northern Brooklyn, specifically Greenpoint & Williamsburg, Western Queens, specifically Long Island City & Astoria, or Lower Manhattan, specifically Stuyvesant Town, Peter Cooper Village, Tudor City, Murray Hill & Gramercy.

### **Salary & Benefits**

\$60,000-\$63,500 per year for this full-time, overtime-exempt position. This position offers health, vision + dental insurance, a retirement plan, an opt-in life insurance policy, pre-tax transit and medical benefits. This position is hybrid and comes with sick days, vacation days, and personal time, as well as state holidays.

### **To Apply**

Submit a 1-page resume, a 1-page cover letter, and names and contact information for three professional references to [gonzalezjobs@nysenate.gov](mailto:gonzalezjobs@nysenate.gov) with the subject line "Community Liaison." Please keep in mind that we are looking for cover letters that tell us in your own words why you are a great candidate for the job and do not simply repeat the information in your resume.

Due to the volume of applications, we will not be able to respond to each applicant.

Applicants who advance to the first round of interviews will be notified by the beginning of August 2024.

The Senate is an Equal Opportunity Employer and, in accordance with its policy of non discrimination on the basis of disability - as well as the 1990 Americans With Disabilities Act (ADA), does not discriminate on the basis of disability with regard to employment. Women, people of color, LGBTIAQ2S+ folks highly encouraged to apply.