



NEW YORK STATE SENATOR

Kristen Gonzalez

## WE'RE HIRING: Scheduler

KRISTEN GONZALEZ July 15, 2024

| ISSUE: **HIRING**



### New York State Senate District 59

#### Scheduler Job Description

The office of NYS Senator Kristen Gonzalez is seeking a Scheduler. This staff member will manage the Senator's calendar, daily schedule, any incoming meeting requests for both Albany and District offices, coordinate with all necessary parties to gather all pertinent details about events and meetings on the Senator's schedule, and be responsible for compiling the Senator's daily binder. The Scheduler will work closely with the Senator and

Senior staff members to ensure that the Senator's schedule reflects the needs and priorities of Senate District 59. The Scheduler will report directly to the Senior Advisor and the Chief of Staff. This position can be New York City or Albany-based.

### **Responsibilities**

- Plan, organize, and schedule the Senator's calendar, daily schedule, and any incoming meeting requests to both the District and Albany offices.
- Follow up with all parties (high-level officials, organizations, unions, advocates, constituents) to confirm meetings, appointments, and/or cancellations.
- Coordinate with necessary parties to gather all pertinent details about events and meetings, including scheduling requests, briefs, talking points, and any other items that may help the Senator be prepared for her day.
- Receive and respond to a high-volume of emails.
- Compile the Senator's daily binder with relevant scheduling details, talking points, meeting agendas and other materials.
- Manage the front desk receptionist space, including answering incoming calls and walk-ins to the office.
- Screen incoming calls, forward calls to the appropriate staffer using proper judgment, and take complete messages when needed.
- Coordinate routine maintenance for the office such as ordering and replenishing office supplies and request work orders for any necessary repairs.
- Staff meetings and events as needed.
- Work 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
- Strong desire and knowledge of performing administrative duties
- 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 including Microsoft Outlook
- Ability to treat confidential information with appropriate discretion
- Capacity to multitask and problem solve independently and with teams
- Strong interpersonal skills, including ability to respectfully engage individuals from diverse backgrounds
- Must live in New York State upon beginning of employment

**Bonus points if you:**

- 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.
- Live within Senate District 59

**Salary & Benefits**

\$60,000-\$62,000 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 is a hybrid position 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 "Scheduler" 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 before the end of July - 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.