



NEW YORK STATE SENATOR

Kristen Gonzalez

WE'RE HIRING: District Director

KRISTEN GONZALEZ January 31, 2025



The District Director serves as the primary manager of the district office operations and oversees community affairs team, ensuring smooth day-to-day operations and effective community engagement. The District Director will also be responsible for working with the team to drive community affairs organizing and office outreach strategies. The District Director will report directly to the Chief of Staff and work closely with the Senator to maintain strong community relations and efficient office operations.

Key Responsibilities:

- Manages the Director of Community Affairs and oversees district office operations
- Manages district office projects, including event planning and community outreach programs
- Supports hiring operations, including resume screening and conducting preliminary phone interviews
- Provides day-to-day staff management, including task prioritization and quality assurance
- Coordinates with the Scheduler to manage weekly and weekend staffing requirements
- Oversees district events, including town halls, resource fairs and district drives
- Maintains comprehensive issue tracking through detailed memos and meeting notes
- Manages district budget, including the distribution of discretionary and capital funds

Key Abilities & Experience:

- Strong management experience, with an emphasis on office management and staff supervision
- Strong project management skills and ability to handle multiple priorities simultaneously
- Excellent organizational and leadership abilities
- Strong budgeting and financial management experience
- Outstanding interpersonal and communication skills
- Experience in community outreach and event planning
- Ability to maintain confidentiality and exercise discretion in sensitive matters
- Demonstrated commitment to community service and public engagement

- Required to live in New York State upon beginning of employment

Bonus Points If You:

- Are a resident of SD 59
- Speaks and/or writes Spanish, Bangla, or Polish
- Have previous experience working in government or political offices
- Possess knowledge of the district's demographic and community needs

Salary & Benefits:

Range of \$75,000 - \$85,000 per year based on experience (full time overtime exempt position).

This position offers health, vision + dental insurance as well as a retirement plan. Lodging and travel expenses for trips to Albany will be paid for. The position also comes with sick days, vacation days, and personal time, as well as state holidays.

Timeline:

Applications will be accepted and interviews will be scheduled on a rolling basis. Flexible start date.

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. Applications will be reviewed on a rolling basis. 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 April 15th.

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.