



NEW YORK STATE SENATOR

Jabari Brisport

Now Hiring: District Office Assistant

JABARI BRISPORT March 31, 2025



JOB TYPE: Full Time

APPLICATION DEADLINE: April 11th

START DATE: May 5th

SALARY: \$66.5k Annually

SUPERVISOR: Chief of Staff

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

DESCRIPTION: NY State Senator Jabari Brisport seeks a District Office Assistant. The assistant will perform receptionist duties and provide administrative support for the

Senator and his team in Brooklyn, NY.

RESPONSIBILITIES:

- Operate district office main line: route calls or voicemails to relevant party, take phone messages as needed
- Collect, sort and catalog office mail
- Order office supplies for district and legislative offices
- Complete data-entry and research-based projects to assist Constituent Services and Legislative teams
- Coordinate disbursement of Senate awards and proclamations
- Coordinate service and maintenance visits with Chief of Staff's direction
- Assist Deputy Chief of Staff in maintaining internal office calendars
- Greet office visitors
- Meeting preparation: print materials, prep virtual notes, or prep meeting space as needed

- Act as a representative for the Senator at community meetings or events as authorized by Chief of Staff
- *Other work may be assigned if it is reasonably understood to be within the logical limits of this role*

QUALIFICATIONS:

- Demonstrable commitment to advancing social or economic justice, professionally or through personal community engagement
- Strong oral and written communication skills
- Analytical and problem-solving skills
- Interpersonal skill
- Attention to detail
- Works cooperatively and courteously in a team environment
- Can work a flexible schedule, overtime if needed
- Works well under pressure

- Multitasking skill
- Ability to work both independently and cooperatively
- Professional sense of judgment and discretion
- Proficient in Microsoft Suite (Microsoft Office and SharePoint at minimum)

To apply please email a cover letter and resume to aybar@nysenate.gov and kclark@nysenate.gov.

Please submit materials as .pdfs

The Office of NYS Senator Jabari Brisport is an Equal Opportunity employer: we do not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.