



NEW YORK STATE SENATOR

Jabari Brisport

## Job Posting: Director of Constituent Services & Organizing

JABARI BRISPORT June 20, 2023

**JOB TYPE:** Full Time

**APPLICATION DEADLINE:** July 17

**START DATE:** ASAP

**SALARY:** \$76,500. 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 Director of Constituent Services and Organizing. The Director will manage and supervise the Senator's two Constituent Advocates ("CAs"). The Director will also develop and execute a community organizing plan with the support of the CAs, which will include an office volunteer program

### **RESPONSIBILITIES (ILLUSTRATIVE):**

- Supervise two Constituent Advocates directly

- Assist the Chief of Staff with CA performance evaluations via established protocols
- Run and review bi-monthly constituent casework reports; identify trends in casework to pinpoint organizable issues or needed policy
- Maintain a tagging system for constituent cases in Senate CRM system BlueBird
- Create plan to fulfill the office's organizing priorities:
  - Monitor emerging issues and identify appropriate responses or solutions based in community organizing
  - Coordinate outreach to constituents (e.g. phone banking and canvassing)
  - Plan and facilitate community outreach activities and events
- Develop volunteer outreach and retention plan; correspond with said volunteers
- Attend meetings of neighborhood associations, community groups/organizations and State and/or City officials or agencies, which may include evening and weekend work
- May receive and resolve constituent complaints and concerns; meet and/or corresponds with constituents
- May develop, train, select, and evaluate future CAs
- *Other work may be assigned if it is reasonably understood to be within the logical limits of this role*

## **QUALIFICATIONS:**

- Deep community organizing background
- Knowledge of issues facing the district
- Interpersonal skills:

- Works cooperatively in a team environment
- Invested in building relationships within the district
  
- Proactive/leadership skills
- Multitasking ability
- Attention to detail
- Strong oral and written communication skills
- Analytical and problem-solving skills
- Works well under pressure
- Can work a flexible schedule as required, including nights and weekends
- Proficient in Microsoft Office

**To apply please email a cover letter and resume to [kclark@nysenate.gov](mailto:kclark@nysenate.gov).**

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