



NEW YORK STATE SENATOR

Jabari Brisport

## Now Hiring: Constituent Advocate

JABARI BRISPORT May 14, 2024

**JOB TYPE:** Full Time

**APPLICATION DEADLINE:** June 5th

**START DATE:** June 2024

**SALARY:** \$78k Annually

**SUPERVISOR:** Director of Constituent Services & Organizing

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

### Constituent Advocate

These two employees provide timely and effective constituent services. CAs help constituents navigate the bureaucracy of NY State: they liaise with agencies on all levels of government to resolve issues faced by the Senator's constituents.

The CAs also inform the Director of Constituent Services and Organizing (DCSO) about emerging local issues, as well as facilitate community organizing among constituents within the district.

### RESPONSIBILITIES

- Act as a representative for the Senator at community meetings or events
- Manage casework assignments
- Log all requests into database, maintain up to date files on all cases, screen active cases, ensure responsive work on constituent cases
- Execute tasks as assigned by the Director of Constituent Services and Organizing, especially in service of long-term community organizing
- Help execute constituent-facing events
- Draft advocacy letters in collaboration with the DCSO
- Maintain constituent resource database
- Performs other duties as assigned in the district office

## **QUALIFICATIONS**

- Deep community organizing background, particularly in the areas of racial, climate, or housing justice
- Interpersonal skill:

- Ability to work cooperatively in a team environment
- Emotional intelligence and empathetic communication style
- Investment in relationship building within the district
- Multitasking skill
- Attention to detail
- Interest in social policy and knowledge of issues facing the district
- Strong oral and written communication skills
- Analytical and problem-solving skills
- Works well under pressure
- Can work a flexible schedule as required, including workday evenings and weekends, as well as travel to Albany office (expenses covered)
- Proficient in Microsoft Office
- CRM skill highly valued, but not required

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