



NEW YORK STATE SENATOR

Jabari Brisport

# Job Posting: Director of Constituent Services & Organizing

[Jabari Brisport](#)

August 15, 2025

- **Job Type:** Full Time
- **Application Deadline:** 8/22/25
- **Start Date:** 9/15/25 (flexible)
- **Salary:** \$83k Annually
- **Reports to:** Chief of Staff

**BENEFITS:** Health Insurance (includes dental and vision), Retirement Plan, PTO, Compensatory Time

**DESCRIPTION:** The Director of Constituent Services and Organizing will manage and supervise the Senator's two Constituent Advocates ("CAs"), develop community organizing plans, and maintain the office volunteer program.

## **RESPONSIBILITIES (ILLUSTRATIVE)**

- Assist the Chief of Staff with CA performance evaluations; may develop and train future CAs
- Run bi-monthly constituent casework reports and review them with CAs; identify trends in casework to pinpoint organizable issues or needed policy
- Maintain a tagging system for constituent cases in Senate CRM system BlueBird
- Create organizing plans to fulfill the office's 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
  - Maintain volunteer outreach and engagement plan
- Attend or assign CA attendance of meetings for neighborhood associations, community groups/organizations and State and/or City officials or agencies
- May resolve constituent cases; meet and/or correspond with constituents
- Other work may be assigned if within the logical limits of the role

## **QUALIFICATIONS**

- Deep community organizing background
- Knowledge of issues facing the district

- Interpersonal skill: 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 skill
- 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 your resume and a brief cover letter as PDF files to [kclark@nysenate.gov](mailto:kclark@nysenate.gov)***

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