



NEW YORK STATE SENATOR

Kristen Gonzalez

WE'RE HIRING: Legislative Director for NYS Senator Kristen Gonzalez

[Kristen Gonzalez](#)

August 28, 2025

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Senator Kristen Gonzalez is hiring a legislative director

Legislative Director Job Description

The Legislative Director is responsible for overseeing all legislative and policy matters for the office. They are the liaison between policy advocates, other legislative offices, and Senator Gonzalez's office to develop, introduce, and advance legislation that is aligned with Senator Gonzalez's legislative goals and committee responsibilities for District 59 and beyond. The Legislative Director will report directly to the Chief of Staff, and work closely with them, the Senior Legislative Counsel and Committees Director, and the Senator.

Responsibilities

- Meet with Chief of Staff and Senator to strategize which budget and non-budget policies to prioritize throughout budget and legislative session
- Prep the Senator with legislative talking points for meetings, for hearings, and Senate conference and caucus matters
- Oversee the development and tracking of legislative activity via the maintenance of spreadsheets, trackers, strategy documents
- Manage the Senator's legislative call time and Albany binder to support with tasks necessary for legislative operations
- Manage temporary legislative fellows, interns, and externs that support Albany operations
- Write out buck slips (co-sponsorship requests) and justifications for specific bills and pieces of legislation
- Meet with in-district advocacy organizations and constituents and external stakeholders to discuss possible policies that the Senator can introduce or show support for
- Work to get co-sponsorships amongst other legislative staff, through meetings and policy memos tailored to Senators
- Create policy briefs and meeting briefs after meeting with organizations and other stakeholders advocating for a policy
- Attend and support the planning of events, including meetings, roundtables, and press conferences pertaining to the policy interests of the Senator
- Conceptualize and draft legislation on a wider scope that achieves a greater vision towards improving bettering the material conditions of working class New Yorkers

Key Abilities & Experience

- Deep knowledge of New York State legislative process, organization, and procedures, including implementation of legislation
- Demonstrated organizing skills in effectively building relationships and working with coalitions
- Excellent verbal and written communication skills and problem solving skills
- Strong organizational skills including the ability to prioritize, meet deadlines, and maintain consistent attention to details
- Knowledge of and familiarity with the diverse and urgent needs of this triborough district
- Required to live in New York State upon the beginning of employment start date

Qualifications:

- Are based in Albany or able to travel from NYC and lodge a few days a week for Albany session days.
- Demonstrated commitment to bettering the material conditions of working class New Yorkers in and beyond SD-59

Bonus points if you:

- Have a law degree, JD or Masters degree in Public Policy or Public Administration, or equivalent relevant work experience
- Are a resident of SD-59
- Have speaking and/or writing knowledge of Spanish, Polish, or Bangla

Salary & Benefits

This is a full time, overtime exempt position, with salary commensurate with experience. Minimum salary will be \$70,000 - \$80,000. This position offers health,

vision + dental insurance as well as a retirement plan. The position also comes with sick days, vacation days, and personal time, as well as state holidays.

To Apply

Submit a 1-page resume, a 1-page cover letter, and three professional references' contact information to gonzalezjobs@nysenate.gov by **Friday, September 5th with the subject line "Legislative Director."** 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.

The Senate is an Equal Opportunity Employer and, in accordance with its policy of nondiscrimination 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. *We consider individuals in a manner consistent with the requirements of applicable Fair Chance ordinances. We will consider for employment all qualified applicants, including those with a criminal history (including relevant driving history), in a manner consistent with all applicable federal, state, and local laws.*

Women, people of color, LGBTIAQ2S+ folks highly encouraged to apply. 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 September 12th