

DIRECTOR OF CONSTITUENT SERVICES & ORGANIZING

JOB TYPE: Full Time
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 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 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

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.