



Job Description

Communications and Policy Director

The Communications and Policy Director reports to the Chief of Staff. The staffer will be expected to craft a wide range of written policy-related work and will lead the office's communications efforts with the support of the Press Aide to maintain a continuous drumbeat of news coverage. Additionally, this staffer will research, develop, advance, and communicate the Senator's wide-ranging policy agenda, work closely with both the Legislative Director and Chief of Staff, and will supervise the Press Aide.

Responsibilities include (but are not limited to):

- Communications Portfolio:
 - Supervising communications staff and coordinating the work of other staff engaged in producing content for external communications.
 - Serving as the primary spokesperson for the Senator on local, state, and national issues.
 - Cultivating relationships with reporters and other media professionals, proactively pitching stories and responding to inquiries.
 - Overseeing drafting and publication of all external communications, including press releases, talking points, messaging documents, op-eds, newsletters, websites, and social media.
- Policy portfolio:
 - Researching legislative and policy issues.
 - Drafting legislative materials such as sponsor memos and advancing, bills through the legislative process in support of the Legislative Director.
 - Representing the Senator in meetings and at public events in Albany and in the district.
 - Developing and pursuing legislative and advocacy strategies in collaboration with the Senator, staff colleagues, legislators, other elected and government officials, constituents, and advocacy organizations.

Travel Requirements and Conditions:

- The position is based in Brooklyn but requires openness to travel to Albany at least twice per month for a period of 2 days per trip.

This is a full-time benefited position. Candidates must be willing to work evenings and weekends, and as exempt management employees, are not eligible for overtime compensation.

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— NY STATE SENATOR DISTRICT 20 —

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Qualifications: Significant experience with managing communications, including working with reporters, in or out of government; a demonstrated commitment to public service; excellent oral and written communication and analytical skills; good judgement; political sensitivity; strong supervisory and interpersonal skills; and a willingness to work lengthy hours as necessary and weekends when necessary. Ability to work in a fast-paced, collaborative professional environment and work well within a team are all required. Familiarity with the New York State government is strongly preferred.

5+ years of professional experience within policy, governmental or regulatory environments.

Bachelor's degree required. Master's degrees (MPA, MSW, etc.) are preferred, but not required.

Salary: Salary will be competitive and commensurate with experience, with excellent benefits.

The New York State Senate is an equal opportunity employer who strongly encourages diverse candidates to apply.

To apply:

1. Fill out the application at bit.ly/zmjobapp
2. Submit your resume, cover letter, and writing sample(s) to myriejobs@gmail.com.