



EMPLOYMENT OPPORTUNITY: CONSTITUENT ADVOCATE

JOB TYPE: Full-time

REPORTS TO: Chief of Staff

SALARY: \$70,000 annually

BENEFITS: Health Insurance (inclusive of dental and vision), Retirement Plan, Paid Time Off

SUMMARY:

The Office of NYS Senator-Elect Jabari Brisport seeks experienced community organizers to serve as his Constituent Advocates.

The three employees in this role will provide efficient and effective Constituent Services. Constituent Services entail communication and advocacy on behalf of those in the Senator's district. Advocates will refer their constituents to the appropriate state or local agencies and elected officials as needed.

The Constituent Advocates will also attend community meetings and events as representatives of the Senator. They will liaise between the Senator's office and agencies on all levels of government. They will monitor and update the Chief of Staff on district and local issues, as well facilitate community organizing among constituents within the district.

NOTE: work may be performed remotely, and other accommodations may be made, on an ongoing basis during the COVID-19 pandemic.

RESPONSIBILITIES

- Act as representative for the Senator including answering casework correspondence, meeting or speaking with constituents, and serving as their liaison with state or local agencies

- 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
- Assist with office and community events
- Performs other duties as assigned

QUALIFICATIONS

- Deep community organizing background, particularly in the areas of racial, climate and housing justice.
- Interpersonal skill: ability to work cooperatively in a team environment; invested in relationship building within the district
- Organizational skill: adept at multitasking with 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
- Proficient in Microsoft Office and G Suite

To apply, please email contact@jabariforstatesenate.com

Please include a resume and short cover letter with your application

The Office of NYS Senator-Elect 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.