

Legislative Director

New York State Assembly

Description:

Progressive New York State Assemblymember is recruiting applicants for the position of Legislative Director.

Responsibilities:

The Legislative Director is responsible for developing policy and legislation in collaboration with the Member. This person is responsible for performing legal and legislative research, drafting legislation and supporting documents, and representing the Member in meetings. The Legislative Director will help prepare the member for floor debate, prepare talking points, memorandum, and other written documents, track the Member's legislation and work closely with advocates and other elected officials.

Qualifications:

College degree is required. Experience in local, state or federal government office is strongly preferred.

Exceptional writing skills are a must.

The successful candidate will display strong analytical skills, excellent judgment, and political sensitivity. The applicant must be highly self-motivated, a focused team player and an experienced negotiator.

S/he must possess strong interpersonal skills, be willing to work long hours and some weekends, and serve in a highly collaborative work environment.

The successful candidate will be able to perform with precision in a fast-paced, high pressure environment and must be able to meet deadlines.

The position is located in New York City; minimal travel will be required.

Salary:

Commensurate with experience and government sector.

Health coverage and excellent benefits package provided.

To Apply:

Qualified candidates should email a cover letter and resume to NYCLegDirector@gmail.com, subject line: NYC Legislative Director. Please include salary requirements in your letter.

THE NEW YORK STATE ASSEMBLY IS AN EQUAL OPPORTUNITY EMPLOYER.