

Job Title: *Community Liaison for New York State Assembly Member, 149th Assembly District*  
Please send a cover letter, current resume, and three references to: [josh@seanryanassembly.com](mailto:josh@seanryanassembly.com).  
Resumes will be accepted until Friday, October 13th, but resumes will be reviewed and initial interviews conducted on a rolling basis.

### Background

Progressive Democrat seeks to hire staffer for his District Office and is seeking one individual to work in a highly collaborative work environment. Candidate must have an interest in working with the community and a passion for public policy and government. The positions will be located in Buffalo. Some travel may be required.

### Qualifications

Candidate must be highly motivated and interested in interacting with the community. Must possess excellent communication skills (written and oral), be detail orientated, have exceptional organizational skills, and be able to manage and execute numerous simultaneous projects. Availability on nights and weekends required. Bilingual candidates strongly encouraged to apply. Some prior community involvement is desirable.

This is a part-time position consisting of 17.5 hours/week. Salary is \$15/hour with NYS benefits.

Primary responsibilities will include **some or all** of the following:

1. Act as a community liaison to constituent groups and for numerous ongoing community projects. Represent Assembly Member at events and meetings.
2. Provide direct constituent services by working with relevant governmental agencies and offices to resolve problems or inquiries from constituents from initial contact to conclusion. Draft correspondence to constituents as well as relevant agencies/offices on behalf of constituents.
3. Work with other staffers to schedule events, make appointments, and accept/decline invitations. Communicate with constituent groups, block clubs, organizations, and individuals in regard to upcoming meetings.
4. General office duties: answering phones, taking messages, greeting visitors, sorting mail, and more.
5. Maintain information filing system
6. Provide intake for in-person constituent visits at district office.
7. Other tasks as assigned.