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THE COUNCIL OF
THE CITY OF NEW YORK

Shahana Hanif
39TH DISTRICT

CO-CHAIR
PROGRESSIVE CAUCUS
TASKFORCE TO COMBAT HATE

COMMITTEES
CRIMINAL JUSTICE
CULTURAL AFFAIRS, LIBRARIES, AND
INTERNATIONAL INTERGROUP RELATIONS
EDUCATION
GOVERNMENTAL OPERATIONS, STATE &
FEDERAL LEGISLATION
IMMIGRATION
MENTAL HEALTH, DISABILITIES, AND ADDICTION

CAUCUS MEMBER
BLACK, LATINO, AND ASIAN CAUCUS
WOMEN'S CAUCUS

Kensington Community Liaison

The Position:

The Kensington Community Liaison for Council Member Shahana Hanif (District 39) will serve as the primary point of contact for Kensington residents. The Liaison will help address community concerns, support neighbors in navigating city services, and lead organizing efforts to elevate local issues. Under the supervision of the Chief of Staff, this role will coordinate community outreach, respond to constituent requests, and build strong relationships with community leaders and organizations. This is a part-time position, with up to 25 hours per week.

Major Responsibilities:

- Serve as the primary point of contact for Kensington residents, including:
 - Managing the weekly CUNY Citizenship Now! legal clinic sponsored by the Council Member's office each Friday.
 - Attending Kensington community meetings—including monthly Community Board 12 meetings—to provide updates and, when appropriate, deliver remarks on behalf of the Council Member.
 - Identifying, developing, and supporting partnerships with community organizations engaged in faith-based, educational, cultural, and organizing work in Kensington, with a particular focus on the Kensington Bangladeshi and Muslim community.
 - Holding weekly office hours on Fridays in the Kensington satellite office to provide walk-in constituent services to Bangla-speaking residents.
Serving as a liaison to Bangladeshi youth and women, as well as community leaders including Community Board members, religious leaders, business owners, and civic association leaders.
 - Supporting organizing efforts across Kensington communities to build connections and strengthen the neighborhood.
- Assist with the Council Member's constituent services caseload, including:
 - Responding to constituent inquiries via phone, email, letter, and in-person visits; providing assistance; and working to resolve issues effectively.
 - Collaborating with city agencies and service providers to address constituent concerns and identify solutions.
 - Tracking case progress and coordinating follow-up with agencies or service providers to ensure timely resolution.
 - Keeping constituents and supervisors informed with regular case updates.
 - Maintaining accurate, up-to-date records in the CouncilStat constituent service database.

The ideal candidate will have:

- Deep knowledge of the Bangladeshi immigrant community, including its diverse issues, needs, and dynamics.
- The temperament to engage with a wide range of personalities in a tactful, patient, and professional manner.
- Excellent verbal and written communication skills.
- Strong organizational skills and exceptional attention to detail.
- The ability to remain calm and effective in a fast-paced, high-pressure political environment.
- A demonstrated passion for building a progressive, leftist city that works for all residents.
- **Fluency in Bangla (required).**

Salary & Benefits:

- This is a part-time position, up to 25 hours per week.
- The salary for this role is \$32.05 per hour.
- The New York City Council provides a comprehensive benefits package, including medical, dental, and vision coverage; a 401(k) and pension plan; commuter benefits; and a generous time-off policy.
- This position is a covered title under the Association of Legislative Employees (ALE). More information on union benefits is available at nyccouncilunion.com.

We are an equal opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. Women, people of color, LGBTQ people, and members of other historically disenfranchised populations are strongly encouraged to apply.

Interested applicants should send resume and cover letter to Matthew Malloy at mmalloy@council.nyc.gov with Subject Line: [Your Name] [Job Title] Application