THE COUNCIL OF
THE CITY OF NEW YORK

SANDY NURSE

COUNCIL MEMBER, 37TH DISTRICT, BROOKLYN

JOB POSTING FOR CHIEF OF STAFF

City Council Member Sandy Nurse is seeking a Chief of Staff to join our team. The Chief of Staff serves as the right-hand to the Council Member and collaborates on and oversees the execution of our strategic plans. The CoS builds relationships with local leadership, citywide leaders and grassroots movements. The Chief ensures the team meets their goals while cultivating a healthy work environment.

You are:

- Cool, calm, and collected in high stakes, stressful situations
- Punctual
- A creative problem solver in times of challenge
- Highly organized and great at constructing systems to organize others
- Incredibly proactive, always looking two steps ahead
- Excited to be around people and hungry to learn
- Focused on details
- Approachable and a great relationship builder
- Very comfortable with public speaking
- Dedicated to improving the material conditions of people living in poverty, and working class people of color
- Active in fighting racism, white supremacy, patriarchy, transphobia, and homophobia
- Interested in using the government to build new systems based in equity, cooperation, solidarity, and justice
- Passionate about demonstrating and growing the governing power of leftists in NYC

You have:

- At least 5 years of experience working in government in a supervisory position, leading a non-profit organization, or other equivalent experience working towards social change
- A clear track record of project management and managing a minimum of 7 staff
- Exceptional communications and writing skills

You could also have:

- Experience in Communications: managing press, writing press releases, building relationships with the media, writing newsletters

You will:

Support the Member

- Serve as the right hand to the Member
- Act as “Chief Problem Solver” to handle ad hoc issues that arise; develop and implement smart solutions in line with the office’s overall vision and goals
- Manage special initiatives and partnerships
- Represent the Council Member at meetings and events in the District or in other areas as needed

Supervise the District Team

- Recruit, hire, onboard, and supervise talented and dedicated people for our district team
- Lead our team in setting priorities, goals, and realistic timelines
- Ensure smooth communications throughout the team, including helping design and lead staff meetings and quarterly retreats
- Oversee office budget
- Liaise with City Council Central Staff or delegate to appropriate team member
- Ensure constituents cases are being managed and resolved in a timely manner
- Support the Community Organizers in special projects, event planning, organizing and coalition building

Build and Maintain Strategic Relationships

- Create and sustain relationships with the offices of elected officials overlapping and adjacent to the district
- Work with offices of allied members
- Create and maintain relationships with key community stakeholders across the district
- Create and maintain relationships with key leaders within the City Council and agencies

Salary range: $85-100,000. The higher end of the salary range will be for individuals with extensive experience in a leadership role in politics and organizational management.

**People of Color are highly encouraged to apply!*

NOTE: Our team currently works remote on Friday and we practice comp time, but in-person work is required the rest of the week due to the responsibilities of the role. Candidates must be based in New York City, and comfortable traveling within the city as needed. Our office rotates weekend shifts and candidates must be willing to work a weekend shift as part of the team rotation.

How to Apply:

Please send your resume, 2 professional and 1 personal reference (all can be professional if you choose) to district37@council.nyc.gov and cc: snurse@council.nyc.gov At least one professional reference must be a former or current supervisor, unless you have been the top executive for over five years.

Please put in the subject line: **Chief of Staff: NAME**

Please do not reach out via social media

We will do rolling interviews for the position. Candidates who speak Spanish should be prepared to have portions of the interview in Spanish. Spanish is not required for this job.