



Democrat For City Council District 22

The Position:

The Chief of Staff for Democratic Nominee for the 22nd Council District, Tiffany Cabán, will be responsible for overseeing all day-to-day and long-term operations of the 22nd Council District office. The Chief of Staff will be the office's "Chief Problem Solver," responsible for handling ad hoc issues that arise and developing and implementing smart solutions to improve conditions for the people of the 22nd District.

Major Responsibilities:

- Develop staffing structure for the office, recruit and hire all staff, and provide daily supervision of all team members.
- Lead the office's goal-setting and visioning process.
- Manage the office's performance management systems, tracking progress toward strategic goals and leading staff performance evaluations.
- Help resolve interoffice conflicts or issues that arise, escalating to Tiffany when appropriate.
- Oversee Tiffany's schedule by monitoring Council meetings as they are scheduled and reviewing outstanding requests for meetings.
- Represent Tiffany and the office in meetings with government partners, advocates, lawyers, constituents, and other stakeholders.
- Manage land use applications that go through the City's ULURP process.
- Oversee all the day-to-day administrative, legal, financial functions of the office, including creating the yearly budget and ensuring compliance with all City Council rules.

The ideal candidate will have:

- At least 5 years working in or around New York City government, either as a current or former government staffer, or within an advocacy or labor setting
- An unflappable commitment to Tiffany's vision for New York City
- Impeccable organizational skills and attention to detail, with excellent written and verbal communication
- Experience hiring and managing staff with a generous and collaborative approach
- Existing relationships with key New York City stakeholders, including elected officials, labor leaders, and advocates
- The ability to stay calm in a fast-paced, high-pressure political and media environment
- An interest in pushing boundaries and a demonstrated ability to develop creative solutions to New York City's biggest problems

Salary and benefits:

- The salary range for this role is \$80,000 - \$85,000
- The New York City Council offers generous healthcare insurance packages, including dental and vision, a 401-k and pension plan, commuter benefits, and a generous time-off policy

We are an equal opportunity and affirmative action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), 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.

Interested candidates should send a cover letter and resume to tlc@cabanforqueens.com