



**Assistant Director for Governmental Relations
New York State Council of School Superintendents
Location: Albany, New York**

The New York State Council of School Superintendents (THE COUNCIL), a non-profit membership organization of professional school district leaders, is seeking experienced candidates for the position of Assistant Director for Governmental Relations. THE COUNCIL is a professional and advocacy organization with over a century of service to school superintendents in New York State. THE COUNCIL provides its more than 750 members with numerous professional development opportunities, publications and personal services, while advocating for public education and the superintendency.

Responsibilities include:

- Develop and maintain relationships with state legislators and other policymakers to advance Council's advocacy goals;
- Promote advocacy by Council members, including development of local advocacy efforts and coalitions;
- Assist in developing Council's legislative agenda;
- Assist in coordinating committees and task forces of Council members, including state and federal legislative advocacy committees;
- Develop, as necessary, written analyses, testimony and background materials in support of the Council's advocacy goals; and
- Monitor status and movement of legislative bills and other policy initiatives.

Qualifications:

- Demonstrated ability to build and sustain relationships with legislators and other policymakers;
- Significant knowledge of the New York legislative and regulatory systems;
- Law degree and admission to practice law in New York State preferred;
- Knowledge of education policy a plus;
- Demonstrated analytical, organizational, communication and presentation skills
- Proven teamwork and collaboration skills;
- Detail-oriented, self-initiating, well-organized and capable of managing multiple projects simultaneously and independently;
- Proficient in LRS or Statewatch, Microsoft Word, PowerPoint, Excel; and
- Willing to travel within state.

Assistant Director reports to the Deputy Director for Advocacy, Research and Communications. Position to start October 1, if possible, and will be based in Albany, NY. Salary will be based upon qualifications and experience. Via mail or email, applicants should forward resumes with three references by August 26 to:

THE COUNCIL
7 Elk Street, 3rd Floor
Albany, New York, 12207
Attention: Robert Lowry, Deputy Director
boblowry@nyscoss.org

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