

PROFESSIONAL STAFF CONGRESS/CUNY ANNOUNCEMENT OF VACANCY & JOB DESCRIPTION

Position Title: Coordinator of Legislation and Political Action

Department: Legislation and Political Action

Reports To: Director of Legislation and Political Action

Employment Type: Full-Time

Location: New York City

Union Representation: Staff Union Position (subject to a one-year probationary period)

POSITION OVERVIEW

The Professional Staff Congress/CUNY (PSC), AFT Local 2334, AAUP, represents 30,000 faculty and staff at the City University of New York. PSC is a progressive, activist union committed to advancing the professional lives of its members, strengthening their rights and working conditions, and protecting the mission of CUNY as a public institution.

PSC seeks a full-time Coordinator of Legislation and Political Action based in New York City to help build union power, to advance political priorities, and to win legislative campaigns. The position reports to the Director of Legislation and Political Action and is represented by a staff union with a one-year probationary period. This role requires regular field-based member outreach and organizing on CUNY campuses and seasonal travel to Albany, as legislative, budget, and political campaigns require.

ESSENTIAL DUTIES

- Provide staff support for the union's legislative, budget, and coalition campaigns, including coordinating lobbying logistics, scheduling meetings, preparing members for legislative visits, tracking participation, documenting meetings, and drafting follow-up communications.
- Conduct sustained member outreach on CUNY campuses to build participation in legislative and political action campaigns, with particular attention to districts where members live and work.
- Coordinate campaigns to increase member contributions to the union's political action fund, including face-to-face outreach, member education, and follow-up efforts that strengthen the union's political capacity.
- Support the development and execution of the union's electoral and legislative strategy, including candidate screening and endorsement processes, in collaboration with elected leaders, member committees, and PAC coordinators.
- Coordinate member recruitment, training, participation, and leadership in the union's legislative and electoral program.
- Represent the PSC in coalition spaces with allied labor unions, community organizations, and student groups as assigned.

- Coordinate cross-departmental work with Organizing, Communications, and other PSC departments to strengthen campaign alignment, messaging, and member engagement.
- Maintain and update legislative, candidate, and campaign databases, including contact information, staff contacts, voting records, participation data, and campaign notes.
- Conduct research and prepare briefing memos, fact sheets, testimony support materials, and other written resources for staff, elected leaders, and member activists.
- Help plan and execute legislative and political action events, hearings, lobby days, press events, and member trainings.
- Participate in regular department and staff meetings and contribute to collective planning.
- Staff union-wide events and governance meetings, such as the monthly Delegate Assembly, as needed.
- Foster a positive, collaborative, and inclusive workplace culture.
- Perform additional duties as assigned by the Director of Legislation and Political Action.

KEY RESPONSIBILITIES

- Track and maintain legislative, electoral, and member-engagement data needed to support campaign planning and execution.
- Coordinate collaborative work with Communications, Organizing, and other departments to improve campaign effectiveness and member participation.
- Assist with collecting member stories, photos, and other campaign content for digital and printed communications.
- Staff union-wide events and governance meetings, such as the monthly Delegate Assembly meeting, as needed.
- Attend public hearings, meetings, press conferences, and other events related to the union's political action operations and write summary reports thereafter.
- Conduct policy, legislative, and political research and compile data needed for briefing memos, fact sheets, testimony, and campaign materials.
- Support planning, logistics, and member communications for legislative and political action events, including notices, scheduling, turnout tracking, and post-event follow-up.
- Recruit, prepare, and support members for lobby visits, hearings, press events, and other public-facing advocacy activities.
- Perform additional duties as assigned by the Director of Legislation and Political Action.

REQUIRED QUALIFICATIONS

- At least five years' professional experience with demonstrable success delivering legislative, political, organizing, or campaign outcomes.
- Strong grasp of the New York State and New York City legislative, budget, and electoral landscape.
- Experience working for a labor union, advocacy organization, progressive nonprofit, electoral campaign, or government office is strongly preferred. Familiarity with New York labor, higher education, and legislative stakeholders is a plus.
- Strong interpersonal, communication, and relationship-building skills.
- Ability to conduct one-on-one conversations, navigate difficult discussions, and motivate participation.
- Proven ability to work independently, set goals, and develop strategic plans that are responsive to shifting deadlines and multiple stakeholders.
- Commitment to progressive trade unionism and collective action.
- Excellent writing, public speaking, and facilitation skills.
- Competence with databases and related technology; experience with voter, advocacy, or member-engagement databases is a plus.
- Attention to detail, adaptability, and willingness to learn.
- Flexibility to work evenings and weekends with occasional travel to Albany as campaigns require.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$93,000 to \$112,000, depending on experience. The PSC offers a competitive package with excellent benefits, including health insurance, a pension, and generous paid time off.

HOW TO APPLY

Please submit an up-to-date resume, cover letter expressing your interest in the position, and three professional references (including at least one direct supervisor) [via Idealist](#). Application materials should reflect the candidate's own experience, writing, and judgment.

The priority application deadline is Friday, July 31, 2026, or until the position is filled. The PSC will interview qualified candidates on a rolling basis until the position is filled.

If you are excited by this role and feel that you can contribute to the organization, but your experience does not exactly align with every qualification listed above, you are encouraged to apply. The PSC is committed to creating a diverse environment and strives to achieve equity for all as it works toward economic, racial, and social justice. Women, people of color, people with disabilities, LGBTQIA+ people, and working-class individuals are particularly encouraged to apply. PSC-CUNY is an equal opportunity employer committed to diversity, equity, and inclusion in the workplace.