



Executive Division

Operations Department—New York City

Senior Advance Associate

Reference No. EXEC/OPS_NYC_SSA_6323

Applications Accepted Until Position Filled

The Operations Department within the Office of the New York State Attorney General's (OAG) [Executive Division](#) is seeking a motivated and dynamic candidate to serve as a Senior Advance Associate. The Operations Department is responsible for scheduling, staffing, advancing, and preparing briefings for the Attorney General. The Senior Advance Associate reports to the Director of Strategic Planning and is based in New York City; however, the position requires frequent travel to other locations within New York State as well as opportunities to travel nationally.

Duties:

- Planning and managing the logistical production of official events for the OAG, such as press conferences, town-hall style meetings, and issue-based roundtable discussions;
- Directly staffing the Attorney General at events;
- Preparing event documentation such as runs of show, signage, contributing to briefing materials, etc.;
- Managing on-site event set-up;
- Advancing and staffing events hosted by third parties at which the Attorney General appears;
- Traveling throughout the state and nationally to advance the Attorney General's trips;
- Working closely with press and intergovernmental affairs teams and the Attorney General's security detail; and
- Liaising with venue managers, vendors, other government agencies, community members, and stakeholders as appropriate for event planning and production.

Qualifications:

- Applicants must have three (3) or more years of full-time work experience, including at least two (2) years of experience doing advance, event planning, or staffing candidates or elected officials.
- A demonstrated knowledge of event operations and production, including the technical aspects of event staging, such as sound, and lighting;
- Sound judgement and effective problem solving/troubleshooting skills with the ability to make in-the-moment decisions when necessary;
- Highly collaborative with strong interpersonal and relationship management skills, must work equally well independently and with others;
- Strong verbal and written communication skills;
- Creative, proactive, organized, attuned to detail, and willing to both manage and do the physical and logistical work required to produce events; and
- Availability to work outside of normal business hours and for regular travel, a valid NYS driver's license or the willingness to obtain one immediately upon hire.

The annual salary for this position is \$80,537 + \$3,400 in location pay. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications must be submitted online. To apply, please click the following link: [EXEC/OPS NYC SSA 6323](#)

Applications will be considered on a rolling basis until the position is filled.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the Office's ability to better serve the diverse population of this state.
- **Resume**
- **List of three (3) references**
 - Only submit professional references, supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: www.ag.ny.gov