Executive Division
Briefings and Research Coordinator – New York City
Reference No. EXEC_NYC_BRC_6469

Application Deadline is December 11, 2026

The Office of the New York State Attorney General's (OAG) Executive Division is seeking a Briefings and Research Coordinator (BRC). The BRC will be responsible for preparing substantive briefings for the Attorney General for meetings and public events, including both external events and those sponsored by OAG. Additional duties will include drafting memos for the Attorney General on the news of the day; conducting research and drafting memoranda on public policy topics as requested; writing policy or legal letters for public release; and vetting and performing conflicts checks on individuals and organizations with whom the Attorney General engages. This position is located in New York City and will report to the Deputy Director of Operations.

Qualifications:

- A graduate degree such as a JD or MPA is strongly preferred;
- A bachelor's degree and at least one year of post-graduation work experience is required;
- Prior experience in government is preferred, but not required;
- Excellent written communication skills and the ability to produce clear, concise, and error-free documents in a limited time frame;
- Strong interpersonal skills as this position involves gathering and synthesizing information from managers and staff throughout OAG;
- Highly organized with the ability to effectively prioritize and meet tight deadlines; and
- Experience using Lexis/Nexis or similar research databases and conducting strategic internet searches is desirable.

The salary for this position is $86,686 plus $4,150 in location pay. As an employee of 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, 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 on the following link: **EXEC_NYC_BRC_6469**

To ensure consideration, applications must be received by close of business on December 11, 2026.

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 OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information into an

effective document that is well-organized and error-free.
  - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **Reference List**
  - Submit a list of three (3) 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.

The OAG provides reasonable accommodations for applicants with disabilities. If you have questions regarding a position with OAG, 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 OAG, please visit our website: ag.ny.gov