

MICHIGAN SENATE

SENATOR MOSS

POSITION POSTING

CONSTITUENT SERVICES ASSISTANT

SUMMARY:

Under the direction of the Senator and the Chief of Staff, and supervised by the Constituent Relations Manager, the Constituent Services Assistant resolves constituent concerns and assists with the planning and implementation of district events. The Constituent Services Assistant ensures that communications from constituents are responded to in a timely manner via phone, email, letter, or any other communication method. The Constituent Services Assistant serves as a liaison between constituents and state departments to resolve various issues for constituents.

ESSENTIAL JOB FUNCTIONS:

- Works in coordination with the Scheduler and Constituent Relations Manager to draft and send correspondence related to constituent emails, letters, tributes, and congratulatory recognition
- Acts as liaison between the Senator's office, state departments, local units of government, and offices of other relevant officials to best address constituent needs
- Attends meetings or community events on behalf of the Senator, as necessary

SECONDARY DUTIES AND RESPONSIBILITIES:

- Assists with general administrative tasks such as copying, filing, proofreading, and answering incoming calls
- Performs other duties and special projects as assigned by the Senator or Chief of Staff

EDUCATION/EXPERIENCE:

- Associate degree or equivalent experience required
- Previous legislative experience and knowledge of the legislative process preferred

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to effectively communicate with constituents
- Excellent written and verbal communication skills
- Ability to problem solve, stay organized and work cohesively with a team
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines
- Knowledge and understanding of the district
- Ability to commute to Oakland County as needed

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: 20 hrs per week

SALARY: \$15 - \$20 per hour based on experience

GOVERNING CAUCUS: Democratic

This is a non-civil service, at-will position.

Interested applicants, please send a writing sample, cover letter, and resume with the Subject Line: Constituent Services Assistant to:

Sarah Schillio

PO Box 30036

Lansing, MI 48909

Email: SSchillio@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. Beyond any current legally protected status, Senator Moss also considers applications for all positions without regard to sexual orientation, gender identity, or expression. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.