

MICHIGAN SENATE

SENATOR HUIZENGA

POSITION POSTING

COMMUNICATIONS DIRECTOR

SUMMARY:

Under the direction and supervision of the Senate Member and the Chief of Staff, the Communications Director is responsible for providing the office with a full array of communications services including, but not limited to, writing press releases, photo advisories, media advisories, newsletters, weekly and monthly columns, speeches, social media posts, constituent communications, and other communications as requested; attending committee meetings related to member issues with a significant communications impact; and assisting in the creation, maintenance, and execution of a comprehensive communications plan. The Communications Director may also be assigned limited legislative responsibilities including but not limited to assisting with drafting legislation, amendments, and talking points; monitoring bills throughout the legislative process; and testifying in legislative committees on behalf of the Senate Member. As necessary, the Communications Director attends meetings and corresponds with officials, constituents, and special interest groups regarding their assigned legislative responsibilities.

ESSENTIAL JOB FUNCTIONS:

- Writes and distributes press releases, photo advisories, media advisories, newsletters, weekly and monthly columns, speeches, social media posts, constituent communications, and other communications as requested
- Provides new content ideas to the member office
- Works with the member office to develop a weekly communications plan
- Monitors media coverage for the member office, and provides monthly reports detailing coverage
- Attends committee meetings related to member issues with a significant communications impact
- Assists in the creation, maintenance, and execution of a comprehensive long-term communications plan for the member office
- Edits policy analysis and issues briefs for the Senate Member and Chief of Staff in a timely matter
- Assists members with scheduling, preparing for and executing media interviews
- Executes legislative responsibilities as assigned by the Member and/or the Chief of Staff

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties, as assigned

EDUCATION/EXPERIENCE:

- College degree preferred
- Prior experience working with Google Workspace apps and tools preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to work with officials, staff, and the public in a professional and courteous manner
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Excellent time management skills and ability to multi-task and prioritize assignments
- Knowledge of the district and Detroit community relations
- Ability to work outside of normal work schedule, as necessary
- Ability to maintain favorable public relations
- Ability to work independently and as part of a team
- Ability to use diplomacy, discretion, and good judgment when disseminating information

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: Salaried, with a standard benefit package

SALARY: Negotiable based on Experience

GOVERNING CAUCUS: Republican

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

**Interested applicants, please submit a cover letter and resume with the Subject Line
“Communications Director”**

to:

PO Box 30036

Lansing, MI 48909

Email: ZSikkema@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, gender identity or expression, sexual orientation or any other legally protected status. 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.