

# MICHIGAN SENATE

## SENATOR HUIZENGA POSITION POSTING

### DISTRICT DIRECTOR

#### SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the District Director attends meetings with constituents and other stakeholders in the Senator's district on behalf of the Senator or with the Senator directly. The District Director is responsible for tracking and attending district events and serves as the Senator's representative in the district. This position is a part-time opportunity. Travel throughout the district is required as well as morning, nights, and weekends as necessitated by required meetings.

#### ESSENTIAL JOB FUNCTIONS:

- Acts as the Senator's representative in the district
- Attends meetings in the district at the direction of the Senator and Chief of Staff
- Staff the Senator while at events in the district at the direction of the Senator or Chief of Staff
- Acts as a liaison between constituents and Lansing-based staff
- Assists constituents and stakeholders as necessary
- Identifies important events in district for the Senator to attend
- Provides detailed notes from meetings that were attended by the District Director, Senator, or both with follow up actions list

#### SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties, as assigned

#### EDUCATION/EXPERIENCE:

- High school diploma (or equivalent) required
- 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.

**HOURLY:** Starting at \$20 per hour, up to 20 hours per week

**LOCATION:** 30<sup>th</sup> District; some travel to Lansing required

**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 “District Director”**

**to:**

PO Box 30036

Lansing, MI 48909

Email: [ZSikkema@senate.michigan.gov](mailto: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.