MICHIGAN SENATE
SENATOR GREENE
POSITION POSTING

DISTRICT AIDE

SUMMARY:
Under the direction of the Senator Member and Chief of Staff, the District Aide attends and assists with in-district events, meetings, provides services and referrals to constituents in the district. The District Aide represents the Senator and their legislative positions and priorities to constituents and in turn communicates constituent feedback to the member office team to contribute to the legislative process.

ESSENTIAL JOB FUNCTIONS:
- Monitors legislative developments and the Senator's position on all legislation
- Communicates with constituents on the Senator's political position on all legislation
- Represents the Senator at community events which may include public speaking
- Attends legislative and district meetings with or on behalf of the Senator
- Works in conjunction with the Constituent Services Director on constituent casework

SECONDARY DUTIES AND RESPONSIBILITIES:
- Assists with general administrative tasks, including copying, filing, running errands, and answering incoming calls, as necessary
- Performs all other duties as assigned by the Senate Member or the Chief of Staff

EDUCATION/EXPERIENCE:
- Bachelor's degree preferred
- Knowledge of the legislative process and of the structure and policies of state government

SKILLS AND KNOWLEDGE REQUIRED:
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Ability to effectively communicate with constituents who may be frustrated, distraught or confrontational
- Exceptional written and verbal communication skills
- Ability to work outside of normal work schedule, as necessary
- Ability to work remotely, outside of an office setting
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to speak in front of large groups, including public meetings
- Ability to develop and maintain good working relationships with legislators and other elected officials and with staff, lobbyists, and other interest groups
- Ability to work independently and as part of a team
- Excellent organizational skills and ability to maintain strict attention to detail

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: $22.50 per hour up to 20 hours per week; nights and weekends as required
LOCATION: 35th District primarily; some travel to Lansing required
GOVERNING CAUCUS: Democrat

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

Interested applicants, please submit a cover letter and resume to:

Stephen Prince
PO Box 30036
Lansing, MI 48909
Email: SPrince@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.