

# MICHIGAN SENATE

## SENATE MAJORITY LEADER

### POSITION POSTING

#### COMMUNICATIONS SPECIALIST

##### **SUMMARY:**

Under the direction of the Senate Majority Leader and supervised by the Majority Staff Director of Communications, the Communications Specialist is responsible for providing member offices with a full array of communications services including (but not limited to) writing press releases, media advisories, print and electronic newsletters, opinion columns, speeches, social media posts, constituent communications and other communication as requested; attending formal meetings related to member issues with a significant communications impact; and assisting in the creation, maintenance, and execution of a comprehensive communications plan.

##### **ESSENTIAL JOB FUNCTIONS:**

- Writes press releases, media advisories, print, and electronic newsletters, opinion columns, speeches, social media posts, constituent communications, and other communication as requested
- Thinks creatively to provide new content ideas and strategies to member offices
- Monitors media coverage for members, and provides reports as requested
- Attends formal meetings related to member issues with a significant communications impact
- Assists in the creation, maintenance, and execution of a comprehensive communications plan

##### **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Assists the Director of Communications with editing responsibilities as requested
- Assists the Digital Specialist Team with content assistance as requested
- Assists the Senate Majority Policy Office with messaging as requested
- Provides content and editing assistance for newsletters, e-newsletters, website, etc. as requested
- Performs all other duties as assigned by the Communications Director and Deputy Director of Communications

##### **EDUCATION/EXPERIENCE:**

- Bachelor's degree preferred
- Four years of experience with communications tactics including drafting content, editing, newsletter creation, etc. is preferred
- Other combinations of education and experience will be evaluated on an individual basis

##### **SKILLS AND KNOWLEDGE REQUIRED:**

- Ability to develop and maintain a positive working relationship with members and office staff, with a primary focus on providing quality customer service
- Ability to develop and maintain good working relationships with colleagues, legislators, staff, and interest groups
- Ability to work independently and as part of a team
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information

- Knowledge of the legislative process and of the structure and policies of state government
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Excellent written and verbal communication skills
- Ability to work outside of normal work schedule, as necessary
- 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 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.

All offers of employment at the Michigan Senate are contingent upon clear results of a criminal history background check. Background checks will be conducted after a tentative offer of employment has been made and accepted.

**STATUS:** Salaried, with a standard benefits package

**SALARY:** \$50,000 - \$70,000

**GOVERNING CAUCUS:** Democrat

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

**Interested applicants, please direct inquiries, cover letters, and resumes to:**

Michigan Senate

PO Box 30036

Lansing, MI 48909

Email: [ARossman@senate.michigan.gov](mailto:ARossman@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, sexual orientation, gender identity or expression, 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