

MICHIGAN SENATE

SENATOR MCMORROW

POSITION POSTING

DISTRICT AIDE

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the District Aide will serve as the proxy for the Senate Member in the district at meetings and community events to report legislative updates. The District Aide also reports meeting notes, follow-up items, and any additional details to the Senate Member and office staff. The District Aide also works closely with the Constituent Services and District Director.

ESSENTIAL JOB FUNCTIONS:

- Develops and maintains relationships with local leaders, advocacy groups, and community stakeholders, ensuring the Senate Member's work in Lansing and legislative priorities are being communicated to constituents.
- Communicates district needs and feedback to the Senate Member and the office.
- Attends meetings in the district with or on behalf of the Senate Member.
- Supports the Constituent Services Director in executing district events such as town halls, coffee hours, meet-and-greets, etc.
- Keeps up to date on assigned areas of the district, including events, local issues/news, and notifies the Senate Member and office of notable information to allow the best representation of the Senate Member's constituents and district as a whole.
- Assists the Constituent Services Director with constituent outreach.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties, as assigned

EDUCATION/EXPERIENCE:

- High school diploma (or equivalent) required
- Background in community advocacy, organizing, or outreach preferred
- Other combinations of education and experience are evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to showcase a genuine passion for public service with a propensity to learn.
- Ability to take direction and execute assigned duties reliably and respectfully.
- Strong interpersonal skills

- 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: \$20 per hour, 15 - 20 hours per week

LOCATION: 8th District primarily; some travel to Lansing required

GOVERNING CAUCUS: Democratic

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

**Interested applicants, please submit a cover letter and resume with the Subject Line “ NAME – District Aide Posting”
by Sunday, February 22, 2026 to:**

PO Box 30036

Lansing, MI 48909

Email: ECollins@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.