

MICHIGAN SENATE

SENATE MAJORITY LEADER

POSITION POSTING

EXECUTIVE ASSISTANT

SUMMARY:

Under the direction of the Senate Majority Leader's Chief of Staff and reporting directly to the Senior Director of Operations & Legislative Affairs, the Executive Assistant is responsible for providing support and communications to ensure the effective coordination of all activities and events sponsored by or attended by the Senate Majority Leader. The Executive Assistant accompanies the Senate Majority Leader when attending events and activities, providing transportation to and from events and ensuring that the Senate Majority Leader has all necessary materials and personnel for each scheduled event or activity. The Executive Assistant additionally acts as the point person for memorial tributes and assists with all major Senate events.

ESSENTIAL JOB FUNCTIONS:

- Provides support and communications to ensure the effective coordination of all activities and events sponsored by or attended by the Senate Majority Leader
- Accompanies the Senate Majority Leader to events and activities; provides transportation to and from events; ensures that all necessary personnel and materials are available for the Senate Majority Leader at each event
- Serves as the point person for memorial tributes
- Assists with all major Senate events, including the Opening Ceremony for new Legislative Sessions, the State of the State Address, and the annual Memorial Day event
- Manages nonpartisan staff retirement and resignation tributes
- Organizes and coordinates logistics to provide lunch/dinner to Members and staff on long session days
- Assists the Director of Internal Affairs with planning and coordinating caucus retreats
- Assists with the planning and coordination of special projects

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned by the Senate Majority Leader's Chief of Staff or Senior Director of Operations & Legislative Affairs

EDUCATION/EXPERIENCE:

- Two years of related, progressively advancing work experience required, ideally in a governmental office
- Bachelor's degree in business administration, public policy, economics, or other related field preferred
- Experience working with elected officials preferred
- Other combinations of education and experience will be evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Considerable knowledge of the legislative process and of the structure and policies of state government
- Excellent interpersonal, writing, and speaking skills
- Excellent organizational skills and ability to maintain strict attention to detail
- Excellent analytical, decision-making, and problem-solving skills
- Ability to work outside of prescribed work hours when it is a job necessity
- Ability to instruct, direct, and evaluate employees
- Ability to prioritize multiple tasks in a fast-paced environment and work within time frames that may be rigid or subject to change on short notice
- Ability to maintain favorable public relations while maintaining confidentiality in a professional manner
- Ability to stay current with trends, proposed and enacted legislation, and best practices affecting the Senate
- Ability to work individually and as part of a group
- Ability to use diplomacy, discretion, and judgment in 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: \$55,000 - \$75,000

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: TCuellar@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