

MICHIGAN SENATE

SENATOR CAMILLERI

POSITION POSTING

DISTRICT DIRECTOR

SUMMARY:

Under the direction of the Chief of Staff and Deputy Chief of Staff, the District Director is responsible for maintaining good-standing relationships with local elected officials, community leaders, and the constituents of District 4. The District Director helps identify existing issues across Downriver and Western Wayne and directly works with the Senator, the Chief of Staff, and the Deputy Chief of Staff on creating legislative solutions. The District Director also assists with the handling of constituent services, including constituent casework, in-district events, and community outreach. Additionally, this role would be responsible for filming and curating social media content for the Senator and ensuring that the Office is maintaining a sufficient online presence.

ESSENTIAL JOB FUNCTIONS:

- Creates and maintains constant communication with key figures in the district.
- Informs the Senator and policy staff of any problems/issues that may arise across the 17 communities
- Helps to plan and carry out in-district events.
- Work with the Scheduler/Constituent Services Aide to assist with constituent casework and various correspondence.
- Contacts and coordinates with state departments to resolve constituent issues
- Monitors major district happenings and generates ideas for new outreach opportunities
- Attends community events on behalf of the Senate Member, as necessary
- Help maintain and create content for the various social media accounts (Facebook, Instagram, TikTok) that belong to the Office.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends committee meetings, as necessary
- Monitors and reviews news articles from the Senate Member's district
- Assists with general administrative tasks, including copying, filing, proofreading, and answering incoming calls, as necessary
- Prepares talking points for in-district speaking engagements, as necessary
- Builds and maintains databases for community outreach efforts
- Performs other duties, as assigned

EDUCATION/EXPERIENCE:

- High school diploma (or equivalent) with additional schooling or relevant work experience required
- Bachelor's degree, knowledge of the legislative process, and prior legislative experience preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to develop and maintain good working relationships with colleagues, local leaders, legislators and with staff, lobbyists, and other interest groups.
- Ability to represent Senator Camilleri in a professional, courteous manner, and to attend events on his behalf or accompany him when present.
- Knowledge of the legislative process and of the structure and policies of state government
- Willingness to work in-person and engage with members of the community on a daily basis.
- Ability to work outside of normal work schedule, as necessary
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel.
- Excellent written and verbal communication skills.

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. This position is based in Lansing.

STATUS: Salaried, with a standard benefit package

SALARY: \$60,000

GOVERNING CAUCUS: Democrat

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

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

PO Box 30036

Lansing, MI 48909

Email: TMorawa@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.