

MICHIGAN SENATE

SENATOR POLEHANKI

POSITION POSTING

LEGISLATIVE DIRECTOR

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Legislative Director develops and implements legislative initiatives on behalf of the Senate Member and monitors other legislative developments. More specifically, the Legislative Director attends legislative and district events; assists with drafting legislation, amendments, and talking points; monitors bills throughout the legislative process; and testifies in legislative committees on behalf of the Senate Member. The Legislative Director is responsible for coordinating the Senate Member's office communication efforts. Additionally, the Legislative Director will be responsible for event planning for the Senate Member.

ESSENTIAL JOB FUNCTIONS:

- Develops and implements legislative initiatives for the Senate Member's office
- Attends legislative and district meetings on behalf of the Senate Member
- Monitors legislative developments
- Requests bills and assists drafters and interest groups with the development of legislation
- Responds to outside inquiries on legislation
- Attends session and committee meetings, as necessary
- Organizes and compiles files concerning legislation
- Briefs the Senate Member on key legislative and district issues
- Prepares talking points for speaking engagements
- Testifies in legislative committees on behalf of the Senate Member
- Provides information on and generates ideas for press, mass mailings, and newsletters
- Coordinates external communications for the office including media interviews, social media clips, texting, web forms, and other forms of media
- Plans and executes public events
- Oversees the Senate Member's calendar for events and planning
- Performs special projects assigned by the Senate Member or Chief of Staff

SECONDARY DUTIES AND RESPONSIBILITIES:

- Corresponds with and meets with constituents, as necessary
- Assists with constituent casework, as necessary
- Drafts responses to constituent and legislative inquiries through letters, e-mail and phone calls
- Reviews mail, email, constituent casework, articles, and press releases related to legislation
- Assists with general administrative tasks, including copying, filing, proofreading, and answering incoming calls, as necessary

EDUCATION/EXPERIENCE:

- Bachelor’s degree and a minimum of 2 years prior legislative experience required
- Knowledge of legislative process is essential
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to represent the Senate Member in a professional and courteous manner
- Knowledge of the legislative process and of the structure and policies of state government
- Ability to draft, format, and comprehend legislation
- Excellent written and verbal communication skills
- Excellent grammar, proofreading, spelling and communication skills
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- 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 work independently and be self-motivated, assuming responsibility without direct supervision or direction
- Ability to speak in front of large groups, including public meetings
- Ability to develop and maintain good working relationships with legislators, elected officials, staff and other interest groups
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to use diplomacy, discretion, and good judgment when disseminating information
- Ability to maintain confidentiality of 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.

STATUS: Salaried, with a standard benefit package

SALARY: \$75,000 - \$90,000, based on experience

GOVERNING CAUCUS: Democrat

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

**Interested applicants, please submit a cover letter and resume with the
Subject line “Legislative Director” by July 10, 2026**

to:

Dan Myckowiak

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Lansing, MI 48909

Email: DMyckowiak@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.