

MICHIGAN SENATE

SENATOR DAMOOSE

POSITION POSTING

DISTRICT AIDE

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the District Aide manages the district schedule, attends meetings with and in place of the Senator, and assists the Senator with a variety of duties, including social media, appearances, policy preparation and formulation, and constituent relations both in the District and in Lansing. As necessary, the District Aide drafts newsletters and other correspondence; attends meetings, and answers incoming phone calls from constituents.

ESSENTIAL JOB FUNCTIONS:

- Plan the Senator's District schedule.
- Meets with constituents, processes their issues with various Departments.
- Attend and assist at meetings and events.
- Plan and execute yearly events.
- Drafts and edits various correspondence, including constituent responses and ceremonial letters
- Contacts and coordinates with state departments to resolve constituent issues
- Monitors major district happenings
- Performs special projects assigned by the Senate Member or Chief of Staff
- Attend and speak at community events on behalf of the Senator.
- 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
- 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 are evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Current resident of the 37th district
- Knowledge of the legislative process and of the structure and policies of state government
- Ability to effectively communicate with constituents who may be frustrated, distraught, or confrontational

- 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 maintain the confidentiality of information
- 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.

STATUS: Salaried, with a standard benefit package

SALARY: Negotiable based on experience

GOVERNING CAUCUS: Republican

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: CKhoury@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.