

MICHIGAN SENATE

SENATOR MOSS POSITION POSTING

CONSTITUENT SERVICES AND DISTRICT DIRECTOR

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, the Constituent Services and District Director will serve as the proxy for the Senator member in the district. The Constituent Services and District Director will be responsible for planning and ensuring the development, maintenance and execution of the Senate Member's district outreach and constituent services.

ESSENTIAL JOB FUNCTIONS:

- Develops and maintain relationships with local district leaders, constituents, advocacy groups, and community stakeholders while upholding the Senate office standards
- Serves as the point of contact for the Senate office for in district concerns, including events, local issues/news, and other significant information pertinent to the Senate Member and staff
- Ensures effective communication to the district residents of the Senate Members work
- Collects and reports the needs and feedback of the district; reports these to the Senate Member and Chief of Staff
- Oversees and executes district events such as town halls, coffee hours, meet-and-greets, annual senior summit and more
- Attends meetings in the district with or on behalf of the Senate Member
- Manages the office constituent response system, including responding to constituent correspondences, helping constituents resolve problems they may be having at the state level, and creating congratulatory tributes for community members
- Writes or approves district and constituent related email responses; ensures all correspondences are sent out in a timely manner (includes tributes, congrats letters etc.)
- Works with the Scheduler/Administrative Assistant to sort and manage all district correspondences to ensure proper delegation and response time
- Interfaces with Senate caucus staff/central services staff to ensure all district relationship management needs are being met
- Manages interns for constituent correspondences

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs special projects as assigned
- Reports weekly progress to Chief of Staff

EDUCATION/EXPERIENCE:

- Bachelor's degree or 2-3 years of work experience in relevant field required
- Knowledge of the 7th district community required

- History in community advocacy, organizing, or outreach preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- 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
- 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.

STATUS: Salaried, with a standard benefit package optional

SALARY: \$45,000 - \$55,000

LOCATION: Hybrid in-district and Lansing office

GOVERNING CAUCUS: Democratic

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

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

Sarah Schillio

PO Box 30036

Lansing, MI 48909

Email: Resume@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, sexual orientation or any other legally protected status. Beyond any current legally protected status, Senator Moss also considers applications for all positions without regard to sexual orientation, gender identity, or expression. 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.