

MICHIGAN SENATE

SENATE MAJORITY STAFF

POSITION POSTING

COMMUNICATIONS SPECIALIST

SUMMARY:

Under the direction of the Senate Majority Leader and supervised by the Majority Staff Deputy Director of Communications, the Communications Specialist is responsible for providing member offices with a full array of communications services including, but not limited to, writing press releases, photo advisories, media advisories, newsletters, weekly and monthly columns, speeches, social media posts, constituent communications, and other communication as requested; attending committee meetings related to member issues with a significant communications impact; and assisting in the creation, maintenance, and execution of a comprehensive communications plan as part of each Majority Member's incumbency plan.

ESSENTIAL JOB FUNCTIONS:

- Writes press releases, photo advisories, media advisories, newsletters, weekly and monthly columns, speeches, social media posts, constituent communications, and other communication as requested
- Provides new content ideas to member offices
- Distributes written communications to media on behalf of members
- Works with member offices to develop a weekly communications plan
- Monitors media coverage for assigned members, and provides monthly reports detailing coverage
- Attends committee meetings related to member issues with a significant communications impact
- Assists in the creation, maintenance, and execution of a comprehensive communications plan as part of each member's incumbency plan
- Edits policy analysis and issues briefs for the Senate Majority Policy Office in a timely matter

SECONDARY DUTIES AND RESPONSIBILITIES:

- Assists the Senate Majority Policy Office with messaging as requested
- Assists the Deputy Director of Communications with editing responsibilities as requested
- Assists the Digital Media Team with content assistance as requested
- Provides content and editing assistance for newsletters, e-newsletters, website, etc. as requested
- Performs all other duties as assigned by the Communications Director and Deputy Director of Communications

EDUCATION/EXPERIENCE:

- Bachelor's degree is preferred
- Four years of experience with print and digital media, including photography, editing, and printing preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to develop and maintain a positive working relationship with assigned members and member office staff, with a primary focus on providing quality customer service
- Ability to develop and maintain good working relationships with colleagues, legislators and with staff, lobbyists, and other interest groups
- Ability to work independently and as part of a team
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- Knowledge of the legislative process and of the structure and policies of state government
- 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 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 benefits package

SALARY: \$45,000-\$65,000

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: 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, 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.