

MICHIGAN SENATE

SENATOR MCMORROW

POSITION POSTING

DISTRICT LIAISON

SUMMARY:

Under the direction of the Senate Member and Chief of Staff, and reporting directly to the Constituent Services Director, the District Liaison serves as the proxy for the Senator at in-district meetings and community events. The District Liaison maintains the office's reputation for professional, informative, and respectful relationship-building with our constituents the legislative process.

ESSENTIAL JOB FUNCTIONS:

- Develops and maintains relationships with local leaders, advocacy groups, and community stakeholders, ensuring the Senate Member's work in Lansing and legislative priorities are being communicated to constituents, and that
- Communicates district needs and feedback to the Senate Member and the office
- Attends meetings in the district with or on behalf of the Senate Member
- Supports the Constituent Services Director in executing district events such as town halls, coffee hours, meet-and-greets, etc.
- Keeps up to date on assigned areas of the district, including events, local issues/news, and notifies the Senate Member and office of notable information to allow the best representations of the Senate Member's constituents and district as a whole.
- Assists the Constituent Services Director with constituent outreach.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties, as assigned

EDUCATION/EXPERIENCE:

- High school diploma (or equivalent) required
- Prior experience working with Google Workspace apps and tools 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

- Knowledge of the district and Detroit community relations
- 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.

HOURLY: \$20 per hour, up to 15 hours per week

LOCATION: 8th District; some travel to Lansing required

GOVERNING CAUCUS: Democratic

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

Interested applicants, please submit a cover letter and resume with the Subject Line “District Liaison”

by 5:00 pm on Friday, May 19th to:

PO Box 30036

Lansing, MI 48909

Email: EMulheisen@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.