

MICHIGAN SENATE

SENATE MAJORITY LEADER

POSITION POSTING

DEPUTY CAUCUS SERVICES DIRECTOR

SUMMARY:

Under the direction of the Senate Majority Leader and supervised by Caucus Services Director, the Deputy Caucus Services Director assists the Caucus Services Director in leading and managing the Caucus Services staff. The Deputy Caucus Services Director assists with managing the day-to-day operations of Caucus Services staff and collaborates with the Caucus Services Director to develop overall caucus messaging, individual Member messaging, and implement strategic outreach plans for Majority Members.

ESSENTIAL JOB FUNCTIONS:

- Assists in the supervision and professional development of Caucus Services staff and department interns
- Collaborates with the Caucus Services Director to develop and implement strategic outreach goals, benchmarks, and plans, promoting best practices for constituent communications
- Works with individual Member offices and the Data Analyst to develop and monitor legislative mail plans
- Assists with project management related to in-district events and caucus-wide initiatives
- Provides ongoing strategic guidance to Majority Members and staff on constituent outreach efforts
- Serves as the primary liaison to other Senate Majority department deputies and assists with stakeholder engagement
- Oversees direct contact initiatives, including the legislative canvassing program, texting, and robocalls
- Assists with the development of internal policies and procedures for the Caucus Services staff
- Monitors communication output and media coverage for all Majority Member offices

SECONDARY DUTIES AND RESPONSIBILITIES:

- Provides support at in-district events as needed
- Performs all other duties as assigned by the Caucus Services Director or Majority Leader Chief of Staff

EDUCATION/EXPERIENCE:

- Bachelor's degree preferred
- Six years of legislative experience preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- 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 develop and maintain positive working relationships with Majority Members and their staff, with a focus on providing quality customer service
- 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.

All offers of employment at the Michigan Senate are contingent upon clear results of a criminal history background check. Background checks will be conducted after a tentative offer of employment has been made and accepted.

STATUS: Salaried, with a standard benefits package

SALARY: \$70,000 - \$100,000

GOVERNING CAUCUS: Democrat

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

Interested applicants, please direct inquiries, cover letters, and resumes to:

Michigan Senate

PO Box 30036

Lansing, MI 48909

Email: TCuellar@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