MICHIGAN SENATE
SENATE MAJORITY LEADER
POSITION POSTING

COMMUNICATIONS DIRECTOR

SUMMARY:
Under the direction of the Senate Majority Leader and Majority Chief of Staff, and supervised by the Deputy Chief for Communications Director, the Communications Director leads and manages the Communications staff; including, but not limited to, managing the daily office operations amongst the Communications staff, collaborating with the Press Secretary, and Communications staff to develop overall caucus messaging and individual member messaging, and developing and implementing internal policies and procedures for all aspects of the Senate Majority Staff as it relates to communications.

ESSENTIAL JOB FUNCTIONS:
- Reviews and edits all materials distributed by Majority Staff, including all member press releases, media advisories, columns, op-ed pieces, e-newsletters, mailers, and other written or digital communications from all member offices
- Manages the day-to-day office operations amongst the Communications staff
- Works with the Press Secretary and Communications staff to develop overall caucus messaging and talking points, and individual member messaging

SECONDARY DUTIES AND RESPONSIBILITIES:
- Performs all other duties assigned by the Communications Director

EDUCATION/EXPERIENCE:
- Bachelor's degree preferred
- Six years of legislative experience and/or experience in the field of communications 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, staff, media, stakeholders, and with lobbyists and other interest groups
- Knowledge of the legislative process and of the structure and policies of state government
- Excellent writing skills; knowledge of AP Style and other grammar/writing guides
- Excellent organizational, analytical, and communication skills, and ability to follow complex oral or written instructions
- Ability to maintain strict attention to detail
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- 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 learn procedures or processes involving multiple areas with diverse needs, to balance a range of duties for a variety of individuals, and to present solutions to management regarding conflicts in meeting assignment priorities

- Ability to work independently and as part of a team
- Ability to maintain confidentiality of information
- 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

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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: $120,000 - $128,000, based on experience
GOVERNING CAUCUS: Democratic

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

Applications will be accepted until position is filled.
Interested applicants, please submit a cover letter and resume with the subject line "Communications Director" to:

Human Resources
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, 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.