MICHIGAN SENATE

SENATE MAJORITY LEADER

POSITION POSTING

DEPUTY COMMUNICATIONS DIRECTOR FOR EDITORIAL CONTENT

SUMMARY:

Under the direction of the Senate Majority Leader and supervised by the Majority Staff Director of Communications, the Deputy Communications Director for Editorial Content will play a critical role in managing operations for the Communications department by: overseeing editorial content team including writing, web, and print design teams, managing long-form content strategy including but not limited to press releases, newsletters, video scripts, website copy; optimizing content to meet strategic goals and key objectives, attending formal meetings related to member issues with a significant communications impact; and assisting in the creation, maintenance, and execution of a strategic communications plan.

ESSENTIAL JOB FUNCTIONS:

- Manages editorial content team including writing, web, and print design teams
- Oversees all stages of the in-house print newsletter process
- Oversees the maintenance of the caucus website and generation of web content
- Oversees development and execution of content calendar and strategy alongside the Deputy Director for Digital Content
- Works with Deputy Director for Digital Content to manage cross-department projects
- Assists Communications Director with high-level legislative communications work
- Monitors performance and reports on objectives and key metrics
- Attends formal meetings related to member issues with a significant communications impact
- Assists in the creation, maintenance, and execution of a strategic communications plan

SECONDARY DUTIES AND RESPONSIBILITIES:

- Assists the Senate Majority member offices with communications strategy as requested
- Assists the Director of Communications with communications responsibilities as requested
- Assists the writing team with content assistance as requested
- Provides content and editing assistance for all communications content as requested
- Performs all other duties assigned by the Communications Director

EDUCATION/EXPERIENCE:

- Bachelor's degree preferred
- Four years or more of experience in a writing-heavy role including but not limited to press, speech writing, internal communications or similar
- Deep familiarity with political communications and news media landscape and ability to advise on strategy, objectives, and optimization
- Experience using project and content management systems like Asana, Airtable, Wrike or similar strongly preferred
- Knowledge of digital landscape and ability to generate long-form content that performs well across a variety of traditional and new media
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Demonstrated ability to manage a creative team
- Ability to develop and maintain a positive working relationship with members and office staff, with a primary focus on providing quality customer service
- Ability to develop and maintain good working relationships with colleagues, legislators, staff, and interest groups
- Ability to work both independently and as part of a team
- Excellent organizational skills and ability to maintain strict attention to detail
- Ability to maintain confidentiality of information
- 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 deemed 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
- Knowledge of the legislative process and of the structure and policies of state government preferred but not required

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: $85,000 - $100,000
GOVERNING CAUCUS: Democrat

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 "Deputy Communications Director for Editorial Content" 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.