# MICHIGAN SENATE
## SENATE MAJORITY LEADER
## POSITION POSTING

**PRESS SECRETARY**

**SUMMARY:**
Under the direction of the Senate Majority Leader and supervised by the Deputy Chief for Communications, the Press Secretary will be the official spokesperson for the Senate Majority Leader and manage all communication flow between the Senate Majority Leader and the media.

**ESSENTIAL JOB FUNCTIONS:**
- Serve as spokesperson for the Senate Majority Leader and Senate Democratic Caucus
- Identify and capitalize on press opportunities for leader and caucus members
- Responds to daily outreach from media;
- Coordinates and executes press conferences and media avails, including outreach to internal and external stakeholders for support and participation
- Prepares speeches, press releases, op-eds, talking points, and statements for the Majority Leader
- Anticipates and identifies both positive opportunities to exploit and areas of concern to mitigate, in relation to policy and politics
- Collaborates and works in cooperation with the Communications Director
- Monitors communication output and media coverage for all member offices
- Manages a good relationship with the media

**SECONDARY DUTIES AND RESPONSIBILITIES:**
- Performs other duties, as assigned by the Deputy Chief for Communications, the Majority Chief of Staff, and the Senate Majority Leader

**EDUCATION/EXPERIENCE**:
- Bachelor's degree required; advanced academic degree and/or professional certification preferred
- Five years of experience in the private sector managing budgets, or three years of academic research in the area of appropriations, or appropriations experience at the local, state, or federal level required
- Previous managerial experience preferred
- Other combinations of education and experience evaluated on an individual basis

**SKILLS AND KNOWLEDGE REQUIRED:**
- Ability to effectively manage professional staff in a fast-paced environment
- Knowledge of the legislative and appropriations 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 prescribed work hours when 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 develop and maintain good working relationships with colleagues, legislators, 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
- 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:** $85,000 - $100,000, 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 "Press Secretary" 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.