MICHIGAN SENATE
SENATE MAJORITY LEADER
POSITION POSTING

DEPUTY PRESS SECRETARY

SUMMARY:

Under the direction of the Senate Majority Leader and Press Secretary and supervised by the Communications Director, the Deputy Press Secretary assists the Press Secretary and Communications Director with planning and directing the Majority Caucus Members' press strategy and ensuring that relevant objectives and achievements are communicated efficiently and effectively to the media. The Deputy Press Secretary provides support to the Majority Central Staff by drafting and editing press releases, responding to media inquiries, assisting with Majority Caucus messaging, and assisting with the coordination of press events. The Deputy Press Secretary additionally serves as the liaison between Majority Member offices and the Majority Central Staff for press-related matters.

ESSENTIAL JOB FUNCTIONS:

- Assists the Press Secretary in developing a press strategy and ensuring consistent messaging from the Senate Majority Leader and Majority Members
- Drafts and edits press releases, media advisories, talking points, quotes, and statements issued by the Senate Majority Leader and Majority Members
- Assists the Press Secretary with responding to media inquiries
- Coordinates press conferences, media briefings, and public relations events
- Facilitates interviews and other media coverage opportunities with Majority Members
- Monitors media coverage relevant to the Senate Majority Leader and Majority Caucus and compiles summaries as requested
- Establishes and maintains relationships with journalists, editors, and media outlets
- Assists in the development of strategic messaging and crisis communication plans
- Prepares briefing materials for Senate Majority Leadership and assists in speechwriting
- Manages and updates press contact lists and tracks media engagement
- Contributes to social media content and digital media strategies
- Collaborates with Majority Caucus Members and Majority Central Staff to ensure cohesive messaging across platforms

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs all other duties assigned or delegated by the Senate Majority Leader, Chief of Staff, Press Secretary, or Communications Director

EDUCATION/EXPERIENCE:

- Bachelor's degree in Journalism, English, Communications, or Public Relations preferred
- Five 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: $70,000 - $90,000, 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 "Deputy 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.