MICHIGAN SENATE
SENATE MAJORITY LEADER
POSITION POSTING

REGIONAL LIAISON

SUMMARY:
Under the direction of the Director of External Affairs and the Deputy Chief of Public Affairs, the Regional Liaison serves as a point of contact between community leaders, stakeholders, and relevant legislators and member staff.

The Regional Liaison will manage a specified physical region of the state and assist in forming and managing relationships with respective community leaders, key local groups, and other individuals as necessary across that region. The Regional Liaison will attend events and local meetings on behalf of the Majority Leader and the Majority Caucus, gather and convey important information internally across teams as directed by the Director of External Affairs and Deputy Chief of Public Affairs, and disseminate information to the community as appropriate and in accordance with confidentiality standards.

ESSENTIAL JOB FUNCTIONS:
- Conducts regular check-ins with Senate Majority member offices within their region
- Provides guidance and helps member staff strategize on event attendance, event and community meeting best practices, and more
- Attends relevant community events and both gathers and disseminates information as appropriate
- Forms and maintains relationships with community leaders and other local stakeholders
- Forms and maintains relationships with relevant member office staff, such as District Directors

SECONDARY DUTIES AND RESPONSIBILITIES:
- Provides oversight of paid promotion campaigns for member events in coordination with Director of External Affairs
- Provides oversight of paid promotion campaigns for member events
- Assists in the management the Caucus Services summer intern program
- Performs all other duties as assigned by the External Affairs Director, Deputy Chief of Public Affairs, Chief of Staff, and Senate Majority Leader

EDUCATION/EXPERIENCE:
- Bachelor's degree preferred
- At least two years of legislative experience preferred
- Other combinations of education and experience can be evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:
- Ability to work outside of normal work schedule, as necessary - particularly willingness and ability to attend community and stakeholder events and meetings as needed at night or on weekends

- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to stay responsive to stakeholders and organized in managing the flow of information both internally and externally
- 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 and messaging and the ability to maintain confidentiality
- Knowledge of the legislative process and of the structure and policies of state government
- Knowledge and deep relationships in a given geographic area or space preferred
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Access to a reliable vehicle and up-to-date driver's license

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.

STATUS: Salaried, with a standard benefit package
SALARY: $60,000 - $70,000, 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 "Regional Liaison" 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.