

# MICHIGAN SENATE

## SENATE MAJORITY STAFF

### POSITION POSTING

#### CAUCUS SERVICES LIAISON

#### SUMMARY:

The Caucus Services and Member Liaison will serve as the primary point of contact between Senate Majority member offices and the Senate Majority Central Staff for all constituent outreach and communication efforts. The Liaison reports to the Senior Caucus Services Advisor.

#### ESSENTIAL JOB FUNCTIONS:

- Conducts regular check-ins with Senate Majority member offices
- Provides guidance on constituent outreach events to member offices and central staff
- Designs, manages, and executes projects for member offices
- Assists in running both in-district and Lansing-based events
- Conducts research and compiles reports regarding constituent outreach events, legislative priorities and other topics as assigned
- Assists in all constituent outreach efforts

#### SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned by the Caucus Services Director and/or the Director of the Senate Majority Communications Office

#### EDUCATION/EXPERIENCE:

- Bachelor's degree preferred
- One year of legislative experience preferred
- Other combinations of education and experience can be evaluated on an individual basis

#### SKILLS AND KNOWLEDGE REQUIRED:

- Ability to develop and maintain good working relationships with colleagues, legislators and with 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
- Knowledge of the legislative 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 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
- Access to a reliable vehicle and up-to-date driver's license

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 benefits package

**SALARY:** \$45,000 - \$60,000

**GOVERNING CAUCUS:** Democrat

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

**Interested applicants, please direct inquiries, cover letters, and resumes to:**

Jaime Reimers

PO Box 30036

Lansing, MI 48909

Email: [JReimers@senate.michigan.gov](mailto:JReimers@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, gender identity or expression, sexual orientation 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.

