

## **Legislative Associate**

Michigan Townships Association is seeking an exceptional candidate for a Legislative Associate position that provides growth opportunities in a professional, collaborative environment.

### **Position Summary**

Under the general direction of the department director, the legislative associate initiates, monitors and responds to legislation related to assigned policy areas; drafts new legislative proposals as well as amendments to existing law; interprets and provides advice regarding the implications of pending legislation; and writes and speaks confidently and authoritatively on a range of topics using existing or rapidly acquired public policy knowledge.

### **The Legislative Associate will contribute by:**

- Initiating or responding to legislation pursuant to the organization's legislative platform or policy directive of the Board of Directors; conferring with the director of government relations on legislative matters to coordinate appropriate strategies and ensure alignment with the organization's policy and directives.
- Collaborating with the director of government relations to develop an effective strategy to achieve legislative outcomes favorable to members. Strategies include developing credibility and positive relationships with legislators, staff members, the governor's office, state agencies and other organizations.
- Assisting the department team to inform the executive director and legislative committees and the Association's PAC of legislative policy opportunities or threats; providing analysis of policy options and potential strategies and outcomes for consideration.
- Assisting in the development of a proposed policy platform for action by the Board Committees, the Board of Directors and the membership.
- Responding to requests for information related to legislation from the members and requests for information of any nature from legislators. Identifies topics and drafts articles for the Association's regular publications and action alerts.
- Conferring with the department director for clarification and development of departmental administrative policies, procedures and performance expectations.
- Writing legislative articles for weekly e-newsletter and monthly e-newsletter as well as action alerts to members.
- Maintaining tracking programs for policy and budget issues impacting members as well as candidate election tracking.
- Participating in the development and implementation of legislative conferences.
- Increasing member participation and level of participation for organization's PAC.
- Attending local meetings to report on legislative and political issues and legislative fundraisers when required.
- Other duties as assigned.

### **What we are looking for:**

- Requires knowledge normally acquired through the completion of a bachelor's degree in political science or public administration.

- Demonstrated experience (four to six years) working with the Michigan Legislature and the Administration.
- Ability to acquire knowledge of local government, including practices, operations, current law, and statutory implications.
- Strong verbal skills, including excellent negotiation skills and presentations before formal bodies and in persuasive one-on-one briefings.
- Strong writing skills, including ability to prepare comprehensive reports and articles.
- Analytical ability to identify and explain impact of legislation and budgetary and regulatory matters.
- Ability to draft legislation and amendments.
- Demonstrated time management ability including producing on-time assignments that require little to no editing or correction by others.
- Experience using common social media platforms for government and public policy purposes to message and respond professionally, accurately and with effective impact.
- Knowledge and utilization of current technologies including bill-tracking, research tools, Microsoft Office suite, and other software and services.

## **Employment and Workplace**

- Salary will be commensurate with education and experience.
- Organization offers a comprehensive benefit plan, paid vacation and a 401(k) savings plan.
- The position is Fair Labor Standards Act (FLSA) exempt.
- Background checks will be performed on interviewees.
- Business travel and evening meetings, including overnight stays associated with presentations and attendance at organization-sponsored programs throughout the state.
- Frequent extended work hours especially during legislative sessions.
- General office environment with little discomfort due to heat, noise, etc.
- Physical demands typically include the ability to lift approximately 20 pounds, sit or stand in front of a computer screen for extended periods of time, and use office equipment in an indoor setting.

The organization is an **Equal Opportunity Employer**. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The organization is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in its employment, its services, programs, and activities. To request reasonable accommodation in the hiring process, please include the pertinent details in your cover letter.

Interested candidates should send a PDF file by email of a cover letter with salary expectations, resumé, and three professional references to [judy@michigantownships.org](mailto:judy@michigantownships.org) by February 18.

**Pay Range:** commensurate with experience