

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Communications Analyst III

GRADE: 8

REPORTS TO: Central Staff Director

POSITION SUMMARY: This is an at-will, partisan position. The Communications Analyst III will facilitate communication between the State Representative and their constituents through district and state wide news media.

NATURE AND SCOPE: The Communications Analyst III must possess strong written and oral communication skills. The analyst is responsible for writing speeches, news releases, social media, letters and columns in addition to organizing news conferences and responding to media inquiries. The position requires close monitoring of House committee meetings and session.

PRINCIPAL ACCOUNTABILITES: The Communications Analyst III is assigned specific Members to serve as their writer. As a senior staff analyst, this individual serves as a leader and mentor for others within the Communications Section. The Communication Analyst III attends Session and committee meetings to ensure they are well versed in committee work and can prepare talking points on issues. The analyst must be able to synthesize complicated legislation into a concise narrative. This individual performs administrative tasks and other duties as assigned.

Strong interpersonal skills are required to ensure effective communication with the Members, staff, and media contacts.

JOB QUALIFICATIONS: Bachelor's degree, with a concentration in communications, and/or five years of extensive communications related experience.