

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Constituent Relations Analyst I

GRADE: 5

REPORTS TO: Central Staff Director

POSITION SUMMARY: This is an at-will, partisan position. The Constituent Relations Analyst I will assist State Representatives as they communicate with their constituency.

NATURE AND SCOPE: The Constituent Relations Analyst I must possess strong written and oral communication. The analyst is responsible for facilitating communication between Members and their constituents by means of in-district events, constituent casework, outreach, and written correspondence. The Constituent Relations Analyst I also assists with legislative office duties.

PRINCIPAL ACCOUNTABILITES: The Constituent Relations Analyst I will be assigned specific Members to serve as their analyst. The Constituent Relations Analyst I must have an understanding of the legislative agenda, current events relative to each assigned district, as well as state-wide issues. This individual performs administrative tasks and other duties as assigned.

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

JOB QUALIFICATIONS: Associates degree, with a concentration in communications, and/or equivalent position related experience.