

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Professional Development Coordinator

GRADE: 9

REPORTS TO: Human Resources Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Professional Development Coordinator is tasked with investing in staff to develop skilled individuals that can easily transition between offices and advance within the structure of the Michigan House of Representatives.

PRINCIPAL ACCOUNTABILITIES: The Professional Development Coordinator assists current staff and interns with career development skills including:

- Resume building
- Interview techniques
- Networking
- Mentor/Mentee pairing
- Locating and securing professional development opportunities
- Providing performance reviews where appropriate
- Identifying opportunities for staff within the House when members are term limited or an office assignment is not mutually beneficial

The Professional Development Coordinator will plan and implement professional development programs such as forums, seminars, and skill building workshops. The individual will assist with talent recruitment by locating and attending job fairs and maintaining relationships with colleges and universities. The Professional Development Coordinator also works closely with the Intern Coordinator and the Legislative Fellowship Program to development of a pool of well-qualified and experienced candidates for future employment with the House of Representatives.

JOB QUALIFICATIONS: Bachelor's degree and/or extensive legislative experience. Strong networking and interpersonal skills to ensure effective communication with Members and development of staff. A demonstrated record of personal integrity while operating in a confidential manner.