



HOUSE *of* REPRESENTATIVES STATE OF MICHIGAN

ANDERSON HOUSE OFFICE BUILDING

124 NORTH CAPITOL AVENUE, 10 SOUTH HOB LANSING, MICHIGAN 48933

TEL (517) 373-6339 HOUSE.MI.GOV

POSITION: ADMINISTRATIVE COORDINATOR

OFFICE: BUSINESS OFFICE

SALARY: \$55,000-65,000

WORK SCHEDULE: ONSITE LANSING, MONDAY-FRIDAY, NORMAL BUSINESS HOURS

APPLICATION DEADLINE: July 23, 2024

POSITION SUMMARY

This is an onsite, at-will, non-partisan position. The Administrative Coordinator, under the Director of the Business Office and supervised by the Deputy Director, operates within predetermined policies and guidelines issued by the Speaker of the House.

PRIMARY RESPONSIBILITIES

The Administrative Coordinator will manage communications for the Business Office by overseeing announcements for and updates to the intranet, as well as drafting written communications and preparing verbal responses on behalf of the office and its departments.

This individual also collaborates with the team on the review of member newsletters and digital constituent outreach submissions, providing consistent and thoughtful feedback based on policies and guidelines.

This individual is part of a front office team and will manage projects, assist in work organization, conduct general research, and help find solutions to include analyzing specified issues by organizing and presenting complete written and oral report that may contain detailed recommendations for action.

This individual will assist the Administrative Assistant with phone and email coverage, along with providing front end in-person customer service when needed.

EDUCATION/EXPERIENCE

Bachelor's degree required with areas of focus in English, Communications, Political Science, or related field preferred

Four or more years of prior office experience required

Previous experience with a focus in communications and/or project management preferred

Other combinations of education and experience will be evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED

- Outstanding customer service skills
- Excellent writing skills
- Proficiency in computer applications, including Adobe Pro and Microsoft Outlook, Word, and Excel
- Ability to maintain professional public relations with a diverse group, while maintaining confidentiality, in a nonpartisan and professional manner
- Ability to be an effective team member and to handle assigned projects responsibly and timely
- Ability to speak in front of groups
- Excellent organizational, analytical, and communication skills, and ability to follow complex oral or written instructions
- Ability to maintain strict attention to detail
- Ability to use diplomacy, discretion, and judgment in disseminating information