

Michigan Association of Counties — Governmental Affairs Associate

MAC has an immediate opening for a Governmental Affairs Associate. The Governmental Affairs Associate provides administrative and research support to MAC's Governmental Affairs Director (DGA) and Governmental Affairs Specialist, with a key focus on monitoring bills, the legislative calendar and planning and staffing internal MAC committee meetings. MAC is the only statewide organization dedicated to the representation of all county commissioners in Michigan. MAC is a nonpartisan, nonprofit organization that advances education, communication and cooperation among county government officials in Michigan.

Responsibilities:

- Track legislation affecting counties and legislative calendars to assist the advocacy work of MAC
- Field legislative and state policy questions from MAC members, others
- Handle scheduling and document flow for MAC's six (6) internal policy committees
- Manage documents relating to MAC's policy platforms
- Attend legislative committee meetings and assist GA team's lobbying efforts as needed
- Handle document flow for MAC's political action committee
- Assist DGA with administration of Governmental Affairs Team, including clients of MAC Governmental Services
- Provide general administrative support in MAC's Lansing offices
- Perform other duties as directed by the MAC Executive Director and DGA
- Some in-state and out-of-state travel required

Qualifications:

- Bachelor's degree in political science, history, public administration or related field
- 1 to 3 years' experience in legislative or association work
- Knowledge of Michigan legislative process
- Highly methodical, creative and insightful in character
- Superior writing, editing and oral communication skills
- Ability to communicate ideas and concepts clearly and accurately
- Highly attentive to detail and efficient use of time
- Professional attitude and appearance
- Desire to engage in lobbying activities as needed
- Demonstrated facility with MS Office Suite, particularly Excel

- Strong organizational, project management and communication skills
- Positive, team-oriented personality

Salary: \$58,000 to \$64,000, DOQE; excellent health and retirement benefits

How to apply:

Send resume, letter of interest and three (3) professional references **VIA EMAIL ONLY** to bosworth@micounties.org.

Posted: Dec. 18, 2024

Deadline: Open until filled