

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Communications Analyst I

GRADE: 5

REPORTS TO: Central Staff Director

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

**NATURE AND SCOPE:** The Communications Analyst I 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 I is assigned specific Members to serve as their writer. The Communication Analyst I 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:** Associates degree, with a concentration in communications, and/or equivalent position related experience.