

DATE OF POSTING: November 10, 2017

TERMINATION DATE FOR APPLICATIONS: November 27, 2017

POSITION: **LOBBYIST**

COMPENSATION/BENEFITS: Per MEA-PSA/USO Contract

STAFF RELATIONSHIP: Responsible to Doug Pratt
Director of Public Affairs

EMPLOYMENT DATE: January 2, 2018

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

RESPONSIBILITIES including, but not limited to:

Assist the Director in preparation, review, support and passage of legislation.

Work with other Association departments and divisions to develop, coordinate, and implement strategies for MEA members and staff to initiate and respond to actions of the Legislature.

Assist in the preparation and presentation of oral and written testimony to the Michigan Legislature.

Keep UniServ Directors, MEA Leadership and members informed of proposed legislation and the status thereof.

Provide supporting services to MEA commissions and committees as assigned.

Prepare the Legislative Update, Bill Tracker, and other publications and reports.

Prepare MEA members and coordinate hearings for issues emanating from the Michigan Legislature; provide written testimony for members.

Use knowledge regarding the state budget, revenue and appropriations, and extensive knowledge in the area of the education budget, revenue and appropriations to develop, articulate, implement strategies and lobby to achieve the MEA's goals.

RESPONSIBILITIES (continued):

Establish and maintain effective relationships with and lobby all legislators, the Governor's office, leadership of the parties, legislative committees, other appropriate agencies and persons, and other education and labor organizations in order to achieve MEA's legislative program.

Attend meetings of legislative committees, and other relevant meetings as assigned.

Assist the Director in developing short-term and long-term programs and performance objectives for this position and strive to fulfill these objectives.

Advise Campaign Consultant with respect to candidates for elected State and federal offices.

Work with local Coordinating Councils and UniServ Directors in arranging meetings between local association leaders and legislators and other state officials.

MINIMUM QUALIFICATIONS:

Successful experience in lobbying State House, State Senate and/or State Executive Branch officials.

Writing and speaking skills commensurate with the position are required.

Satisfactory driving record and valid driver's license.

PREFERRED QUALIFICATIONS:

Experience as a UniServ Director.

Current knowledge of and/or personal acquaintance with legislative and executive branch leaders, state administrative officials and their staff.