

Executive Assistant Job Posting Michigan Independent Citizen Redistricting Commission

Date Posted: May 7, 2021

Resume and Cover Letter Due: May 16, 2021

Background

Every 10 years following the U.S. Census, district lines for political offices must be redrawn in states across the country to accurately reflect their population. In Michigan, for the first time in our state's history, a randomly selected commission of citizens is responsible for drawing U.S. Congressional and Michigan State House and Senate district lines. Voters amended the state constitution in the November 2018 general election to make citizens — not legislators or special interests — responsible for drawing district lines (called “redistricting”). The inaugural commission is composed of 13 randomly selected Michigan registered voters: four who affiliate with the Democratic Party, four who affiliate with the Republican Party, and five who do not affiliate with either major political party.

This short-term role is an opportunity to be a part of history, and ensure fairness, awareness, transparency, and engagement in the redistricting process. Hours will vary from 10 up to 40 per week.

Summary

The employee in this position will actively engage with members of the public, coordinate office activities, support event logistics and planning, and provide support for the Executive Director, General Counsel, and Communications and Outreach Director of the Michigan Independent Citizens Redistricting Committee (MICRC).

The Executive Assistant will report directly to the Executive Director of the MICRC. This role supports MICRC staff in their implementation of the direction and decisions of the MICRC commissioners. Duties include serving as the initial point of contact for MICRC business, project management, facilitating public engagement, office coordination, scheduling meetings, organizing and maintaining office records, generating reports, drafting correspondence, and providing support for Commission meetings as well as approximately 24 public hearings to be held throughout Michigan. All duties must be conducted in an impartial, unbiased and non-partisan manner and in accordance with the highest moral, ethical, and legal standards.

Job Duties

Serve as a liaison with external organizations and entities.

Support logistics and event planning for approximately 24 public hearings.

Facilitate public engagement and participation in public hearings, including greeting guests, assisting participants, assisting with public comment, and other duties as needed.

Carry out special projects and other administrative or event coordination activities as requested.

Compose and type routine letters, memoranda, reports, spreadsheets, and forms.

Read incoming correspondence and reports, screening those items that can be handled personally, and forwarding the rest to appropriate staff.

Receive telephone calls, take messages, schedule appointments for the other MICRC staff, relay general information for inquiries, and should a physical location for an office be established, receive visitors and assure that their questions or issues are resolved and/or they are referred to appropriate staff for service.

Schedule and arrange meetings for MICRC staff and make travel arrangements, as requested.

Make travel arrangements for Commissioners, including hotels, meals, and transportation.

Edit and proofread prepared materials for correct grammar, format, completeness, and content.

Establish and maintain office files, logs, indexes, control records, or other work under the Executive Director's direction.

Locate and review pertinent information from files, documents, media and social media, prepare summary reports, and update management on the status of issues prior to meetings.

Enter, maintain, update, verify and delete information, according to policies and procedures, including the record retention policy.

Maintain confidentiality of documents and information received, except for documents and information that is required to be available to the public.

Collect and maintain data and other information to assist in the preparation of budgets and reports.

Order requested office supplies.

Operate standard office equipment.

Perform related work to implement the direction and decisions of the MICRC, as assigned.

Skills and Abilities

Knowledge and skill with office practices, procedures, and computer software programs, i.e. Microsoft Access, Excel, Outlook, PowerPoint, Publisher, and Word.

Knowledge of correct English language and grammar.

Knowledge and expertise in event coordination.

Knowledge of budgeting and fiscal reporting.

Knowledge of the MICRC and its goals.

Knowledge of the organization and ability to compose letters, reports, spreadsheets, and forms.

Knowledge of and ability to coordinate and schedule travel arrangements.

Ability to follow, interpret, apply, and explain instructions and/or guidelines.

Ability to determine work priorities.

Ability to make decisions and discern when to take action or refer to other MICRC staff.

Ability to communicate effectively.

Ability to abstract and present significant facts from data and research.

Ability to plan, coordinate, and expedite work projects.

Ability to work independently in one's own office, while collaborating with other staff.

Education and Experience

Education typically acquired through completion of an associate degree or experience in lieu of post-secondary education.

At least five years of experience, that includes a majority of the job duties, and demonstrated ability to learn quickly aspects of the position that have not been experienced in the past.

Extensive experience in administrative support and event coordination.

Length of Service

It is anticipated that the position will start as soon as possible and continue through January, 2022.

Travel

Travel within the state of Michigan will be required with overnight stays. Travel expenses will be reimbursed at state of Michigan rates, upon approval by the Executive Director.

Office

At this time MICRC employees are working virtually with no anticipated date for the establishment of a physical office location. If a physical office location is established, the employee will be required to work within that office during normal business hours, except when traveling for public hearings or other MICRC business. The employee will be furnished with a state computer and state phone, and reimbursed for office supplies, upon approval by the Executive Director.

Equal Opportunity Statement

Equal employment opportunity will be provided for all persons regardless of race, religion, color, sex, sexual orientation, height, weight, marital status, partisan considerations, national origin, age, genetic information or disability that is unrelated to the person's ability to perform the job. The commitment to promoting equal opportunity is promoted by employing and advancing persons based on merit, ability, and potential for development.