



Job Opening

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| Title | Marketing and Communications Assistant |
| Classification | Full-time employment; nonexempt from overtime |
| Reports to | Misty Elliott, Director of Content Strategy |
| Summary | The executive assistant provides high-level administrative support to the director and staff to serve the firm's clients and projects; processes, organizes, and retrieves information; provides scheduling support; maintains confidential and sensitive information on behalf of the firm; and more. |

Essential Duties

- Manages calendar, phone, travel, and correspondence for the director and marketing and communications team staff
- Schedules and arranges logistics to support other team members, such as setting up meetings by planning, contacting meeting venues and caterers, distributing meeting materials, and communicating with prospective attendees by phone, mail, and email
- Assists with the management of the firm's client contact database to ensure accurate and timely communication of firm promotions, news, and special events
- Supports firm promotions and outreach by updating contacts, tasks, tags, and activities in customer relationship management (CRM) and project management databases
- Assists with the logistics, planning, facilitation, and completion of firm and client events
- Compiles and organizes information, both physical and electronic, such as contact information, sponsorship requests, reports, and notes, as well as retrieves information quickly and accurately upon request
- Drafts and formats memos, letters, and other documents using the Microsoft Office suite
- Assists with the opening, sorting, and distribution of incoming correspondence, including media inquiries, phone messages, and emails
- Maintains confidentiality of the firm's corporate paperwork and financials and exercises discretion based on the wide range of information to which the position will be privy
- Works closely with accounting to ensure reports and receipts are submitted monthly for processing

Characteristics of High Performance

- Communicates clearly and effectively, both orally and in writing, with staff, clients, and guests regarding the coordination of multiple staff and client schedules; logistics for meetings of various sizes with various needs; and administrative support to meet the operational needs of projects as requested by the project manager
- Enjoys the challenge of supporting staff in a fast-paced office with diverse people and projects
- Takes responsibility and performs work utilizing independent judgment and initiative, makes sound decisions, and develops solutions to problems
- Demonstrates initiative to interpret and follow verbal and written instructions
- Possesses excellent calendar and project management skills, including the coordination of schedules, priorities, meetings, and events
- Exercises discretion by maintaining official and confidential records and documents
- Performs tasks and assignments in a timely and consistent manner with high accuracy and attention to detail

Qualifications

An associate's degree in office administration or related field of study is preferred. Five years' experience in an office administration position or an equivalent combination of education, training, or experience that provides the following knowledge, skills, and abilities is required:

- Ability to communicate effectively—both verbally and in writing—to clients and employees
- Ability to deal competently with a number of tasks at one time and to complete tasks in a timely and professional manner
- Ability to work cooperatively with employees at all levels of the organization
- Strong competency using Microsoft Office suite, including Word, PowerPoint, and Excel
- Thorough knowledge of integrated email and calendaring systems (e.g., Microsoft Outlook, Google Mail, and Google Calendar)

Work Environment

Public Sector Consultants has a flexible work location policy that allows employees the ability to work from a location that best meets their personal needs while also balancing the needs of the firm. Work is primarily performed indoors, with extended periods (approximately eight hours or more a day) at a computer or on the telephone. The nature of the work has frequent interruptions and requires contact with the public and clients, performance of repetitive tasks, and strong communication skills. While the employee may be required to work beyond traditional business hours, PSC strives for staff to maintain a healthy work-life balance.

Compensation

- Salary commensurate with education and experience
- Eligibility for company profit share
- Competitive medical, dental, life, disability, voluntary vision, and voluntary legal insurance plans
- Company 401(k) contribution
- Paid time off granted upon start date
- Eleven paid holidays per year
- YMCA membership
- Parking pass for downtown Lansing

To Apply for This Position

Submit a cover letter and resume through the job posting on our website:

www.publicsectorconsultants.com/careers. All materials must be submitted as PDF or Word documents.

Applications must be submitted by Sunday, September 11, 2022. If you have trouble with the upload page or have questions about the position, please email humanresources@publicsectorconsultants.com.

About PSC

Public Sector Consultants is a certified Women-owned Small Business and a Women's Business Enterprise, and we are committed to creating a space for all voices to be heard and understood. We have served hundreds of government agencies, nonprofits, associations, and regulated industries in our more than 40-year history. We take pride in our role as an independent, nonpartisan public policy consulting firm that is trusted, respected, and engaged in our community. We don't just follow best practice, [we create it](#). PSC strives for excellence in relationships with both clients and colleagues and was recognized as one of the *Detroit Free Press* Top Workplaces in 2020 and 2021, as well as a 2021 winner of Crain's Business Detroit Cool Places to Work contest. Since our founding in 1979, PSC has built a reputation as the consulting firm of choice for anyone working to better people's lives.

Our mission is to improve the quality of life for residents of Michigan and beyond through the development and implementation of innovative, actionable public policies.

Why Join Our Team?

We know that employees want more than a job—they want to be part of a community. We offer opportunities to take on meaningful work, get involved in the community, grow professionally, and to learn from a diverse network of colleagues. Your time and talent make a difference beyond the office and extend into the community around you. For us, culture is a way of being, bringing our whole selves to work, and showing up for our colleagues—many of whom we call friends. We're more than the work we do, and we've all got social,

emotional, and physical lives that flourish with a healthy work-life balance. At PSC, we understand that we benefit from the sum of our individual differences, self-expression, and life experiences. Our clients also benefit from having access to different perspectives and a broad range of problem-solving approaches. It's that rare place where you can be true to yourself and your passions while still working collectively toward an important and common goal—making a difference for our clients and the people we serve. We foster openness and inclusivity, share triumphs, and cultivate lessons learned. The deep care and dedication we have for each other and our communities shines through in our unique personalities and commitment to a job well done. Want to know more? [Learn about](#) why PSC is a great place to work.

It is the policy of PSC to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Employees are selected based on ability or assessed potential to meet the needs of PSC and the specific job requirements as stated in the job description. In addition, PSC will provide reasonable accommodations for qualified individuals with disabilities.