



# Michigan Legislative Council Job Posting

## Opioid Advisory Commission Program Coordinator

**Posting & Application Period:**  
**May 8 to May 27, 2024 (by 5:00 p.m.)**

**Department:** Legislative Council | Opioid Advisory Commission

**Status & Hours:** Full-Time | 37.5 hours per week, Monday–Friday

**Starting Salary Range:** \$65k-\$76k Annually

**Job Location:** Boji Tower–4<sup>th</sup> Floor, 124 W. Allegan Street, Lansing, MI

### GENERAL DESCRIPTION OF DUTIES

The Opioid Advisory Commission (OAC) was created in the Legislative Council by Public Act 84 of 2022. The Commission is charged to adopt policies and procedures for the administration of the opioid advisory commission as allowed by law. Review local, state, and federal initiatives and activities related to education, prevention, treatment, and services for individuals and families affected by substance use disorders and co-occurring mental health conditions, and establish priorities to address substance use disorders and co-occurring mental health conditions, for the purpose of recommending funding initiatives to the legislature. By March 30 of each year, provide a written report to the governor, the attorney general, the senate majority leader, the speaker of the house of representatives, and the chairs of the senate and house of representatives appropriations committees.

The employee in this position will collect, analyze, and compile data for the OAC; create reports, and provide technical assistance. This position will also act as a liaison for the OAC to state departments, stakeholders, and interest groups applicable to the work of the OAC. This position may also negotiate and seek out contractual or other services under the direction of the OAC.

This position reports to the Legislative Council Administrator.

### MINIMUM QUALIFICATIONS and SKILLS

- Master's Degree in related field, i.e., nursing, social work, psychology, counseling, or an equivalent combination of education and experience.
- Previous professional experience in health services, including work related to the prevention, treatment, recovery, and services related to substance use.
- Previous experience preferred with project management, previous supervisory and governmental or legislative work.
- Must be willing and able to work overtime and irregular hours as required.

### HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at [www.governmentjobs.com/careers/michigan](http://www.governmentjobs.com/careers/michigan). The deadline to apply is by 5:00 pm on May 27, 2024.

Applicants must include the following items as separate attachments in the online application for full consideration:

- 1) Cover letter outlining interest and qualifications, 2) Resume, and 3) A copy of college transcripts.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at [HumanResources@legislature.mi.gov](mailto:HumanResources@legislature.mi.gov) or call 517-373-9643.

### ADDITIONAL REQUIREMENTS AND INFORMATION

Application materials for this position are subject to the Freedom of Information Act (MCL 15.231, et. seq.). The Legislative Council is a nonpartisan legislative information and service agency. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," except for LSB Printing Division union members. Employees are required to be non-partisan.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, gender identity or expression, sexual orientation, height, weight, arrest record, or handicap. If an accommodation is needed during the application process, contact the LSB Human Resources Office.

**For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.**