

Job Title: Research & Special Projects Coordinator

Reports to: Executive Director

FLSA Status: Exempt

General Purpose: Provides support to the lobbying staff by researching issues for potential legislation and by writing technical briefs and reports; Provides technical and research assistance to MML members through the services of the City Hall Center. Serves as the coordinator the MML scholarship programs, the municipal excellence awards program and the municipal hall of fame program.

Essential Duties/Responsibilities:

- Organizes annual legislative district member meetings working with the Mississippi Planning and Development Districts
- Researches potential legislation
- Provides assistance to MML Contract Lobbyist during the session by attending committee meetings.
- Tracks legislation during the session and sends out weekly updates to members
- Provides written explanation of legislation to be used in white papers, technical briefs and in the MML quarterly magazine
- Maintains ordinance archives and current database of state and federal grant opportunities
- Maintains and communicates to mayor list serve groups

Other Duties/Responsibilities:

- Handles other duties as may be assigned by the Executive Director

Job Qualifications (Knowledge):

- Knowledge of the appropriate use of the English language, including proper spelling, acceptable styles, and editing terminology
- Effective public speaking skills
- Knowledge of computer operations

Job Qualifications (General):

- Requires regular and reliable attendance on the job
- Periodic out-of-town and overnight travel required
- Requires the ability to work flexible hours

Job Qualifications (Education/Experience):

- Bachelor degree in public policy, political science, business administration, marketing, or related field preferred.
- Experience in local, state or federal government public policy administration; legislative/public policy research helpful

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