



Tony Evers

Office of the Governor | State of Wisconsin

SCHEDULING COORDINATOR

Governor Tony Evers is seeking a Scheduling Coordinator. The Scheduling Coordinator is responsible for managing internal databases, the governor's briefing materials, and supports the Scheduling and Advance teams in planning and executing all logistical aspects of the governor's public events.

The ideal candidate will be highly organized, detail-oriented, and driven to serve the State of Wisconsin and its constituents.

Job Responsibilities

The Scheduling Coordinator will report to the Director of Scheduling and Strategic Initiatives and will be based in Madison.

Specific job duties include:

- Manage incoming scheduling requests for the governor, and collaborate with other departments and agencies to communicate about the governor's participation in an event.
- Develop daily preparation materials for the governor ahead of events and meetings.
- Support Advance team, requiring occasional travel across the state.

Qualifications

Governor Evers is seeking candidates who are exceptionally organized and can adapt to a fast-paced workplace. You should have:

- Ability to develop organizational systems and processes that ensure thorough organizational practices.
- Experience working across departments to gather information and support teams in achieving our shared goals.
- Willingness to problem solve and think creatively in a fast-paced environment.

Compensation

- Salary range: \$45,000 - \$49,000 annually, commensurate with experience.
- Generous benefits package.

The Office of Governor Tony Evers is an equal opportunity employer, and it strives to recruit and retain high quality staff who are committed to increasing the diversity of the organization.

How to Apply

- Send a cover letter and resume Director of Scheduling and Strategic Initiatives, Maddie Zimmerman at Maddie.Zimmerman1@wisconsin.gov