Tony Evers

Office of the Governor | State of Wisconsin

Advance Specialist

Governor Tony Evers is seeking an Advance Specialist to join his Madison office. The Advance Specialist is responsible for preparing on-the-ground logistics for the governor's public events across the state, helping prepare the governor's briefing materials, and helping manage internal databases. This is a .87 FTE position but may work up to 40 hours a week. More information on the nature of this position will be discussed during the interview process. This position is eligible for a generous benefits package, including health insurance, paid leave, and retirement benefits.

Job Responsibilities

The Advance Specialist travels to the governor's public events prior to his arrival to ensure that setup, run-of-show, and the governor's movement are confirmed and clearly communicated with the venue, event hosts, and staff. The Advance Specialist reports to the Trips Director and will be based in Madison.

Specific job duties include:

- Work with venues, stakeholders, and governor's staff to ensure the physical set up of events suits the needs to each event, ensure participants are equipped in their roles, and event attendees are properly set.
- Developing daily preparation materials for the governor ahead of events—this includes collaborating with other departments and agencies to get the necessary information, data, and research for daily materials.
- Positively representing the Governor's Office in all aspects of the role.

Qualifications

The ideal candidate will be a highly organized and detail-oriented person who excels in working both on a team and independently, can adapt quickly to changes, and is a top-notch problem solver.

Requirements

- Strong interpersonal communication skills.
- Ability to think on your feet and adapt quickly to changes.
- Strong organizational skills and the ability to work in a fast-paced, deadline-oriented environment.
- Desire to execute at a top-quality standard every day.
- The ability to spend 75% of the week on the road, sometimes more; a state vehicle will be available for your work travel.

Compensation

- Salary range $40,000 to $48,000 annually.
- Generous Benefit Package Available.

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 to Amelia.Neas@Wisconsin.gov