



Tony Evers

Office of the Governor | State of Wisconsin

Internship Coordinator - Constituent Services and Proclamations LTE

The Governor's Office seeks an Internship Coordinator to support the Constituent Services and Proclamations Department (CS/Procs Department).

Job Responsibilities

- Assist in the management of a team of interns within the CS/Procs Department
- Train new department interns and assist them in day-to-day office activities
- Maintain intern work schedules and draft the front desk schedule
- Coordinate within CS/Procs to assign intern tasks based on department needs each day
- Perform clerical duties, such as answering phones, directing, maintaining records, organizing documents, filing, photocopying, etc.
- Other duties as assigned

Qualifications

- Strong leadership and organizational skills, supervisory experience preferred
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Ability to handle sensitive and confidential material in a responsible and respectful manner
- Minimum six-month time commitment is preferred.

Compensation

This is a flexible limited-term employment (LTE) position. Hourly wage is \$15 per hour, 20 hours per week.

If you believe you meet the qualifications of this position, please submit a resume and cover letter to Anna.Mercer@wisconsin.gov