



Tony Evers

Office of the Governor | State of Wisconsin

Internship Coordinator - Constituent Services LTE in the Office of the Governor

We are looking for an energetic, responsible, and passionate individual to join our office as the Constituent Services (CS) Internship Coordinator. In this position, you will be an integral part of the CS team. It is essential that applicants to this position have strong communication skills, demonstrate maturity and responsibility, and understand the importance of attention to detail.

General Duties and Responsibilities

- Manage a team of up to six CS interns
- Coordinate with CS staff to assign interns' daily tasks
- Train new interns and assist them in day-to-day office activities
- Maintain accurate schedules for intern office times as well as the Governor's front desk
- Create and maintain training materials
- Organize professional development events, social hours, and networking opportunities for interns
- Answer phone inquiries, direct calls, and enter phone calls into our office database
- Other duties as assigned

Requirements and 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

Benefits

- 20 hours per week at \$15 per hour
- Gain knowledge of the Governor's Office and the legislative process
- Opportunity to work with top officials in the political field
- Gain experience learning how both a professional and a political office functions
- Opportunities for professional development and networking
- Minimum six-month time commitment
- Flexible schedule

All interested applicants can submit a cover letter, resume, and writing sample to David.Kobylka@wisconsin.gov.