



Sara Rodriguez

Office of the Lieutenant Governor | State of Wisconsin

The Office of Lieutenant Governor Sara Rodriguez is seeking an enthusiastic and responsible individual to join the Madison office as a part-time Communication Specialist

The ideal candidate will have a proven ability to work in a fast-paced environment and possess excellent written and organizational skills. The individual will also be committed to a high level of organization, time management, and attention to detail. The Communications Specialist reports directly to the Chief of Staff.

Communication Specialist Duties and Responsibilities:

- Develop and execute a comprehensive communication strategy.
- Capture Lieutenant Governor Rodriguez's voice while drafting remarks for events she is attending in her official role as Lieutenant Governor.
- Follow current events, create daily news briefings, and brief Lieutenant Governor Rodriguez on major updates throughout the day and before engagements.
- Manage ongoing media relations for Lieutenant Governor Rodriguez's Official Office.
- Other duties as assigned by senior staff.

Communication Specialist Requirements and Qualifications:

- A minimum of one year of professional communications experience.
- Proven history of successfully drafting speeches, remarks, or statements for either public or private officials.
- Strong written communication skills across various formats (press releases, internal memos, policy documents).
- Exceptional attention to detail to ensure accuracy and proper grammar.
- Ability to handle sensitive and confidential material in a responsible and respectful manner.

Additionally, qualified candidates should be familiar with the administration's policy agenda, and a strong understanding of Wisconsin.

Compensation

- Part-time: 10-20 hours weekly
- Salary range: Negotiable, based on experience

How to Apply

- Send a cover letter, relevant writing sample, and resume to Timothy.Ross@wisconsin.gov.

The Office of Lieutenant Governor Sara Rodriguez 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.