



Sara Rodriguez

Office of the Lieutenant Governor | State of Wisconsin

Lieutenant Governor Sara Rodriguez is seeking an Executive Assistant to join her Madison office.

The ideal candidate will have a proven ability to work in a fast-paced environment, driven largely by the Lieutenant Governor's travel and scheduling obligations and administrative needs. The individual will also be committed to a high level of organization, time management, and attention to detail.

Job Responsibilities

An effective Executive Assistant, in coordination with senior staff and the scheduling team, helps ensure the Lieutenant Governor receives necessary preparatory materials and information prior to meetings and events, arrives and departs from meetings, events, and other obligations in an orderly and timely fashion, and maintains close communication with senior staff as well as other individuals as directed.

The Executive Assistant's most important responsibility is attending to the Lieutenant Governor's needs while accompanying the Lieutenant Governor to most travel and scheduling obligations. As a role that frequently involves interacting with constituents, stakeholders, elected officials, and other important public officials, the Executive Assistant is expected to positively represent the Lieutenant Governor, engage with others respectfully and politely, and perform daily functions with a high degree of sensitivity.

The Executive Assistant also: assists in helping coordinate the Lieutenant Governor's arrival and departure logistical details; briefs the Lieutenant Governor on meeting and event logistics, attendees, and last-minute changes or needs as necessary and directed; maintains close physical proximity to the Lieutenant Governor during meetings and events; retains and refers inquiries, contact or contact cards, or other communications or requests for follow-up action received during meetings or events to the appropriate senior staff member, as applicable; and conducts follow-up contacts to stakeholders, constituents, staff or other individuals as directed by the Lieutenant Governor and senior staff.

Specific job duties include:

- Traveling with the Lieutenant Governor to most meetings, events, and scheduling obligations as her personal aide, including on nights and weekends.
- Maintaining contact and communication with senior staff during the Lieutenant Governor's travel.
- Receiving, retaining, and referring contacts, inquiries, or requests to appropriate senior staff members and conducting follow-up communications as necessary and directed by the Lieutenant Governor and senior staff.
- Assisting in coordinating logistics and details for the Lieutenant Governor's daily movements and working with members of traveling staff and security detail to ensure timeliness.

- Briefing the Lieutenant Governor, in coordination with other staff, regarding event and meeting details, participants, and other logistics so all involved participants know the event flow and expectations.
- Debriefing after events and providing reports as directed on daily events/travel. Following up on requests, action items, and/or process improvements.
- Setting up technology and coordinating technical logistics for virtual events in which the Lieutenant Governor is participating.
- Responsible for printing and delivering the Lieutenant Governor's daily and weekly schedule and preparatory materials, as well as other materials as requested by the Lieutenant Governor and senior staff.
- Other responsibilities as directed by the Lieutenant Governor and senior staff.

Qualifications

You should have:

- High level of attention to detail.
- Ability to work long hours, including some nights and weekends.
- Required to travel frequently, mostly in-state, up to 100 percent.
- Flexibility and capable of adapting to changes while staying organized.
- Excellent written and verbal communication skills.
- Valid driver's license and reliable transportation.

Additionally, qualified candidates should be familiar with the administration's policy agenda, priorities, and stakeholder groups necessary to support scheduling and other relevant correspondence.

Compensation

- Salary range \$40,000 to \$45,000 annually.
- Generous benefits package.

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.

How to Apply

- Send a cover letter and resume to Timothy.Ross@wisconsin.gov