



Tony Evers

Office of the Governor | State of Wisconsin

EXECUTIVE ASSISTANT

Governor Tony Evers is seeking an Executive Assistant to join his Madison office.

The ideal candidate will have a proven ability to work in a fast-paced environment with a wide range of stakeholders and individuals with complex issues all-across the state. They will be committed to a high level of organization, time management, and attention to detail.

Job Responsibilities

The Executive Assistant is one of the most important assistants to the Governor. In coordination with the scheduling team, an organized Executive Assistant ensures that the Governor has successful meetings and events with the public and stakeholders. The Executive Assistant must positively represent the Governor while making sure daily calendar and commitments are implemented as planned.

Specific job duties include:

- Traveling with the Governor as his personal aide.
- Responsible for the Governor's daily movements and keeping the entire team on schedule.
- Briefing the Governor before every event and meeting so all involved know the event flow and expectations.
- Debriefing after events and following up on requests, action items, or process improvements.
- Responsible for technology at virtual events.

Qualifications

Governor Evers is seeking candidates who excel in time management and can adapt to a fast-paced workplace. You should have:

- High level of attention to detail and self-direction.
- Ability to work long hours, including some nights and weekends.
- Flexibility to adapt to changes while staying organized.
- Excellent written and verbal communication skills.
- Knowledge of Zoom, Microsoft Teams, SharePoint, WebEx, and Skype.

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

Compensation

- Salary range \$45,000 to \$50,000 annually.
- Generous benefits package.

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 govpersonnel@wisconsin.gov.