



Tony Evers

Office of the Governor | State of Wisconsin

Constituent Services Operations Assistant LTE in the Office of the Governor

The Office of Governor Tony Evers is seeking energetic, responsible, and passionate individuals to join our office. In this position, you will be an integral part of our constituent services department.

Job Responsibilities

The Constituent Services Operations Assistant will report to the Director of Constituent Services.

Specific job duties include:

- Maintain Constituent Services' protocol manuals for all office processes and keeps them regularly updated with new processes.
- Manage supplies and inventory for Constituent Services, including liaises with office Operations staff to reorder items.
- Assist in supervision and training of interns.
- Keep the mailroom, copy room, and front desk organized.
- Answer phones, staff front desk, and perform regular Constituent Services' duties.

Qualifications

The constituent services department is seeking applicants who have strong communication skills, demonstrate maturity and responsibility, and understand the importance of attention to detail. You should have:

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Strong organizational skills and ability to manage multiple projects at once
- 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

Compensation

- 20 hours a 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 political office functions
- Opportunities for professional development and networking
- Minimum six-month time commitment
- Flexible schedule

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, resume, and writing sample to the Director of Constituent Services, Margie Berkowitz, at Margie.berkowitz1@wisconsin.gov.