



Tony Evers

Office of the Governor | State of Wisconsin

Internship at the Wisconsin Executive Residence

We are looking for energetic, responsible, and passionate individuals to join our team. In this position, you will be an integral part of our office helping to plan and executive events relating to the Governor's and First Lady's priorities and initiatives. 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 Intern Duties and Responsibilities

- Perform general event planning activities and assist in executing a variety of Residence events and tours
- Perform clerical duties, maintain files, prepare name tags and signage, organize volunteers
- Assist in preparing information, materials and schedules
- Research and gather documentation on the First Lady's initiatives
- Shadow multiple office positions and train in a variety of tasks

Intern Requirements and Qualifications

- 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

- Gain knowledge of the Wisconsin Executive Residence and Governor's Office
- Opportunity to work with top officials in state government and attend all Residence events
- Gain experience learning how both a professional and a political office function
- Opportunities for professional development and networking

Interested applicants can submit a cover letter, resume, and writing sample to

Stephanie.weix@wisconsin.gov