



Tony Evers

Office of the Governor | State of Wisconsin

Executive Residence Events Coordinator

Governor Tony Evers is seeking an Executive Residence Events Coordinator to organize and execute all events held at the Executive Residence. The events coordinator works closely with First Lady Kathy Evers, the residence director, the first lady's chief of staff, and the governor's deputy chief of staff-internal and scheduling director.

The ideal candidate will have a proven ability to provide support and leadership at events including public and agency events, state receptions, and policy and constituency events.

Job Responsibilities

The Events Coordinator reports to the first lady's chief of staff and is based at the executive residence.

Specific job duties include:

- Schedule events, serve as the primary point of contact, prepare contracts, track expenses, oversee menu planning, supervise LTE waitstaff, select décor and entertainment, and manage the structure and run of show of an event.
- Communicate with the Governor's scheduling team and manage the Executive Residence calendar, serve as the on-site point of contact for all visitors, answer incoming phone calls, and prepare thank you letters.
- Ensure that events at the Executive Residence support the mission of the Governor and First Lady while maintaining public access to the building.

Qualifications

Governor Evers is seeking candidates who excel at event planning and organization and can adapt to a fast-paced workplace. You should have:

- Proven experience being welcoming, organized, and an effective leader for other staff.
- A demonstrated track record of developing and maintaining strong working relationships with and among a diverse group of partners.
- A demonstrated commitment to serving the state of Wisconsin and the values of the Evers' Administration.

Compensation

- Salary range \$38,000 to \$44,000 annually, commensurate with experience.
- 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 the First Lady's Chief of Staff, Stephanie Weix at Stephanie.Weix@wisconsin.gov.