



Mandela Barnes

Office of the Lieutenant Governor | State of Wisconsin

Communications Director Opening

Lt. Governor Mandela Barnes is seeking a Communications Director to join his Madison office. The ideal candidate has a proven ability to work in a fast-paced environment with a wide range of stakeholders and is committed to a high level of responsiveness, organization, and problem solving.

Job Responsibilities

The Communications Director will report jointly to the Lt. Governor's Chief of Staff and the Governor's Deputy of Chief of Staff for Communications, both located in Madison. This position assures communication from the Lt. Governor's office supports the Governor and Lt. Governor's staff and mission, strategic priorities, and related implementation. It oversees coordination of print, radio, television and social media interactions involving the Lt. Governor, the Governor, and the administration.

The Communications Director is expected to be an effective, professional leader who gets results, assists with supervision of employees and interns for peak performance, and demonstrates positive, effective, interpersonal communication skills.

The position provides communicational leadership as it relates to Lt. Governor, Governor's office, and shared agency functions including, but not limited to, policies and procedures, scheduling, and information technology.

Travel throughout the state may be frequent at times. Candidates should note, however, that a personal vehicle is not necessary.

Specific job duties include:

- Develop a strategic communication plan for the LG
- Write speeches, remarks, and identify talking points for LG appearances
- Secure and coordinate interviews that involve LG and support mission of Governor's office
- Write and manage distribution of media advisories and press releases
- Establish and maintain social media strategy and protocol for LG
- Work with Scheduling and Operations Director to prepare briefing memoranda, complete outreach calls, and set up events
- Track and measure engagement and effectiveness of LG's media attention and exposure
- Manage all media contacts
- Other duties as assigned

Qualifications

Qualified candidates will have the ability to work as a team with the office while working from the office and while on the road. Additionally, a qualified candidate will be able to confidently staff the Lt. Governor, adapt quickly to changes, and can communicate effectively with media, staff, and stakeholders.

Requirements

- Strong interpersonal communication skills
- Strong organizational skills
- Ability to work in a fast-paced, deadline-oriented environment
- Desire to execute at a high-quality standard every day
- Considerable knowledge of communications principles and practices as they pertain to governmental/political organizational needs
- Effective and persuasive communications and talking points in speech and in writing to diverse audiences
- Strong skills in collaboration, establishing priorities, working on multiple, large-scale projects and meeting multiple established deadlines

Preferred Work Experience

- Considerable professional experience working with government, campaign, executive management positions, or media and advocacy organizations
- Experience in senior-level communications roles for a principal (i.e. elected official, candidate, executive director, etc.)
- Familiarity with communications tools such as audio-visual, social media, video, and basic graphic design
- Expertise in communication around values of equity and inclusion

Compensation

- Salary range: \$45,000 - \$55,000 annually, based on experience.
- Generous benefits package

How to Apply

Send a cover letter and resume to Chief of Staff, Fred Ludwig, at fred.ludwig@wisconsin.gov.

The Office of Lt. Governor Mandela Barnes is an equal opportunity employer and strives to recruit and retain high quality staff who are committed to increasing the diversity of the organization.