



Mandela Barnes

Office of the Lieutenant Governor | State of Wisconsin

Executive Assistant and Constituent Relations Specialist

Lt. Governor Mandela Barnes is seeking an individual to serve as an Executive Assistant and Constituent Relations Specialist to join his Madison office.

The ideal candidate will have the ability and willingness 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 responsiveness, organization, and problem solving. They will have a desire to advance and promote Lt. Governor Barnes' policy agenda and vision for all Wisconsinites.

Job Responsibilities

The Executive Assistant and Constituent Relations Specialist will report to the Chief of Staff in Madison. Their responsibilities will include, but are not limited to, the following:

- Oversees all constituent services matters and troubleshoots any problems in conjunction with the governor's constituent services team and state agencies
- Develops processes for tracking, routing, and logging incoming and outgoing email, phone, and letter communications; letter writing and response; and data tracking.
- Assist the Scheduling Director and any other relevant departments with briefing memos or other needs/tasks
- Provide basic operational support to the Lt. Governor and other office staff
- Manage office intern program and oversee intern projects
- Track and manage special projects within the office as needed

as needed but not pertinent during COVID office and travel restrictions

- *Staff the Lt. Governor at meetings and events as needed while maintaining a positive, professional presence*
- *Periodic travel with the Lt. Governor and oversee day-of travel operations*
- *Prepare the Lt. Governor before staffing event or meeting*
- *Intake onsite press, scheduling, or any other inquiries while staffing the Lt. Governor*
- *Manage onsite logistics to ensure steady flow of daily schedule for the Lt. Governor*
- *Prepare follow-up correspondence and proactive communications from the office*
- *Report out to office staff after meetings/events and assist other staff with tasks as needed*

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 with the Lt. Governor. Additionally, a qualified candidate will be able to confidently staff the Lt. Governor, adapt quickly to changes, and can communicate effectively with staff and stakeholders. Candidates will be familiar with the Lt. Governor's policy agenda, priorities of the Evers-Barnes Administration, and have familiarity with stakeholder groups necessary to support constituent correspondence.

Requirements

- Strong interpersonal communication and organizational skills
- Excels in a fast-paced, deadline-oriented environment
- Good level of attention to detail and self-direction
- Desire to execute at a high-quality standard every day
- When traveling with Lt. Governor, ability to assume responsibility for any situation, make informed, rapid decisions, and communicate effectively and clearly in rapidly-moving situations

Preferred Work Experience

- Some experience in government, campaigns, or advocacy
- Experience in staffing a principal (i.e. elected official, candidate, executive director, etc.)

Compensation

- Salary range: \$35,000 - \$44,000 annually, based on experience.
- Generous benefits package

How to Apply

Send a resume and brief cover letter 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.