



Mandela Barnes

Office of the Lieutenant Governor | State of Wisconsin

Executive Assistant Opening

Lt. Governor Mandela Barnes is seeking an Executive Assistant 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 Executive Assistant will report to the Lt. Governor's Chief of Staff in Madison. Travel throughout the state will be frequent. Candidates should note, however, that a personal vehicle is not necessary.

Specific job duties include:

- Staff the Lt. Governor daily at all official meetings and events which includes
 - Traveling with the Lt. Governor
 - Overseeing day-of travel operations, keeping schedule on time
 - Coordinating with stakeholders at events
 - Coordinating with media at events
 - Intake and share with office staff any additional press, scheduling, or other inquiries that arise while staffing the Lt. Governor
 - Maintaining a positive, professional presence at all times
- Ensure the Lt. Governor is prepared for each event by reviewing events with the Lt. Governor and being informed of all relevant background information
- Work to comply with ethics laws by logging all gifts received while staffing
- Provide staff with a daily run down of all events staffed and any relevant follow up actions required
- Prepare follow-up correspondence
- Work with Scheduling and Operations Director to prepare briefing memoranda, complete outreach calls, and set up events
- 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 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.

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

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 - \$42,000 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.