



Mandela Barnes

Office of the Lieutenant Governor | State of Wisconsin

Scheduling Director

Lt. Governor Mandela Barnes is seeking an individual to serve as Scheduling Director 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 Scheduling Director will report to the Chief of Staff in Madison. Their responsibilities will include, but are not limited to, the following:

- Serve as the primary contact for and manager of the Lt. Governor's schedule.
- Communicate between departments to build out an intentional schedule that effectively prioritizes the use of the Lt. Governor's time.
- Manage all aspects of planning the Lt. Governor's meetings and events.
- Oversee the timely development and distribution of daily briefing memos at the direction of and in consultation with other departments.
- Readily monitor and triage all incoming scheduling requests for the LG or other office staff.
- Develop a strategic plan in coordination with Lt. Governor's staff for the schedule with consideration of legislative and political matters, personal considerations, and in consultation with the governor's office.
- Communicate regularly with the governor's office to coordinate pertinent scheduling requests.
- Track other projects and operations needs within the office as needed.

Qualifications

Qualified candidates excel in organization and event execution, can communicate effectively with staff and stakeholders, adapt quickly to changes in high-intensity work environments, and have the ability to work as a team with the office.

Additionally, qualified candidates should be familiar with the Lt. Governor's policy agenda, priorities of the Evers-Barnes Administration, and stakeholder groups necessary to support scheduling and other relevant correspondence.

Requirements

- Experience managing projects and communication across departments.
- A demonstrated high standard for planning and executing events with principals.
- A developed understanding of how to manage a principal's time.
- The ability to communicate effectively with internal and external partners.
- Strong interpersonal communication and organizational skills
- High level of attention to detail and self-direction in a fast-paced, deadline-oriented environment

Preferred Work Experience

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

Compensation

- Salary range: \$44,000 - \$50,000 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@wi.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.