



Tony Evers

Office of the Governor | State of Wisconsin

Political Engagement and Scheduling Assistant – Office of the Governor

Governor Tony Evers is seeking an energetic, responsible, and passionate individual to join our Madison office as the Political Engagement and Scheduling Assistant in the Political Engagement and Planning Department. This is a Project Position funded through December 2026. This position reports to the Scheduling Director and will work closely with the Scheduling, Political, and Proclamations teams and other staff in the office.

Job Responsibilities

- Works to connect the dots between several internal departments including but not limited to scheduling, advance, political engagement and planning, constituent services and proclamations.
- Manages and tracks stakeholder meetings and schedules.
- Works across departments to organize and manage stakeholder outreach, including organizing and updating databases.
- Aids in the planning and coordination of the Governor's out of state travel including briefings, daily and conference schedules, hotels, and flights.
- Maintains and organizes the Leidos IQ database, containing scheduling requests and a record of past events.
- Assist in the fact checking, editing, and formatting of ceremonial document drafts, including gubernatorial proclamations and personalized certificates of commendation.
- Help organize, process, and maintain data to track incoming documents requests and outgoing issued documents.
- Support the document printing, finalization, and delivery process as needed.
- Creates weekly reports for senior staff, noting any trends.
- Assists with travel and staffing needs as necessary.
- Other duties as assigned.

Qualifications

The ideal candidate will have the following qualifications:

- Excellent written and verbal communication skills.
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, Powerpoint).
- Strong attention to detail, organizational skills, and ability to manage multiple projects simultaneously.
- Demonstrated understanding of state systems, agencies, and programs, as well as current events on the local, state, and federal levels.
- Ability to handle sensitive and confidential material in a responsible and respectful manner.
- Stakeholder knowledge and understanding of different non-profit, organizations, and interworking of local governments preferred.
- Commitment to public service and to serving the people of Wisconsin.
- Familiarity with the Leidos IQ database is a bonus.

Compensation

- Salary Range: \$45,000 - \$50,000 annually, commensurate with experience.
- Generous benefits package.

How to Apply

To apply, send a resume and cover letter to corissa.uselmann@wisconsin.gov.

Please submit your information as soon as possible, preferably before February 14, 2025, as applicants will be considered on a rolling basis. The Office of Governor Tony Evers is an equal opportunity employer and strives to recruit and retain high-quality staff who are committed to increasing the diversity of the office.