



Tony Evers

Office of the Governor | State of Wisconsin

Proclamations Assistant – LTE in the Office of the Governor

The Office of the Governor is looking for an energetic, responsible, and passionate individual to join our Madison office in the Constituent Services and Proclamations Department. As the proclamations assistant, you will be an integral part of the team, working to recognize constituents, organizations, and issues of statewide importance while helping deploy the governor's messaging strategy across the state. It is essential that applicants to this position have strong communication skills, demonstrate maturity and responsibility, and understand the importance of attention to detail.

Duties and Responsibilities

- Input, process, and maintain data to track incoming document requests and outgoing documents as they are issued
- Draft, fact check, edit, and format ceremonial documents, including but not limited to gubernatorial proclamations, personalized certificates of commendation, and personalized congratulatory letters
- Upload proclamations to the governor's website in a timely manner
- Handle the document printing, finalization, and delivery process
- Serve as the liaison between the Department and the Office of the Secretary of State
- Other duties as assigned

Requirements and Qualifications

- Proficient computer skills, including Microsoft Office Suite (Word, Excel, Powerpoint)
- Excellent written and verbal communication skills
- Strong attention to detail and organizational skills
- Work independently
- Eagerness to tackle new projects and ideas
- Availability to work in-person at the State Capitol in Madison
- Some experience writing and/or editing (in academic and/or professional contexts) preferred

Compensation

This is a limited-term employment (LTE) position. Hourly wage is \$15 per hour, 30 hours per week. If you believe you meet the qualifications of this position, please submit a resume, cover letter, and writing sample (2-3 pages) to

Anna.Mercer@wisconsin.gov