



# Tony Evers

Office of the Governor | State of Wisconsin

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## **Legislative & Policy Assistant – LTE in the Office of the Governor**

Governor Tony Evers is seeking a Legislative & Policy Assistant to join his team. In this position, you will be an integral part of the legislative and policy teams. Applicants for this position should have strong communication skills, be able to work with a variety of stakeholders, and be able to work both independently and with a team.

### **Job Responsibilities**

The Legislative & Policy Assistant, who is based in Madison and will report to the Legislative Director and Policy Director, will provide organizational support to the legislative and policy teams and assist in their collaborative efforts to advance Governor Evers' agenda. Specific job duties include:

- Answer phone and email inquiries and/or direct inquiries to the appropriate person for response
- Perform clerical duties, such as maintaining records, scheduling, preparing meeting agendas, etc.
- Research and gather background on policy issues in collaboration with policy advisors
- Assist the legislative team with Senate confirmable Gubernatorial appointments, tracking legislation and monitoring committee outcomes

### **Qualifications**

Governor Evers is seeking candidates who excel in working in a team environment and can adapt to a fast-paced workplace. You should have:

- Strong verbal and written communication skills
- Proficient computer skills, including the Microsoft Office Suite
- Strong organizational skills and the ability to work in a deadline-oriented environment

### **Hours and Compensation**

- This individual is expected to work 20 hours per week at \$15.00 per hour.
- Opportunities for professional development and advancement

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 organization.

### **How to Apply**

- Send a cover letter and resume to Jenni Dye, Policy Director, at [jenni.dye@wisconsin.gov](mailto:jenni.dye@wisconsin.gov).