



Tony Evers

Office of the Governor | State of Wisconsin

Communications Assistant Position Description and Responsibilities

The Office of Governor Tony Evers is looking for a communications strategist to aid the governor's communications team in effectively and strategically communicating the governor's vision for the state of Wisconsin. As a member of Gov. Evers' communications team, the communications strategist will work with other communications staff to develop messaging, contribute policy research, compile background, draft responses to press inquiries, and assist across department operations. A successful candidate will have communications or traditional press experience, strong writing abilities, a strategic mindset, be well-informed on state and national news and issues, and work well in a fast-paced environment.

Responsibilities:

- Contribute to developing messaging and provide support for preparing materials for the governor.
- Assist with drafting, editing, and disseminating press materials, including releases, talking points, advisories, and other written materials.
- Develop background and assist in responding to immediate and breaking news inquiries.
- Monitor current events and media clips relevant to state and national issues and news.
- Utilize research, background, and messaging to help develop strategic materials, talking points, remarks, and editorials.
- Assist with developing strategic communications plans in media markets throughout the state.
- Produce timely documents compiling information and analysis of public records, news clips, and research databases.
- Assist in department operations, including responding to media and stakeholders at the direction of the communications director and staffing the governor at public events.
- Coordinate with other departments and agencies to ensure needs from the communications department are met.
- Collaborate across department operations to assist in strategically communicating the governor's key agenda items and priorities.

Qualifications:

- Higher education degree in communications, journalism or closely related field, or equivalent combination of education and experience.
- Excellent written communication skills
- Command of AP formatting and style
- Strong interest in and knowledge of national and state politics
- Excel in a fast-paced environment
- Experience with critical analysis of statements, research, and materials
- Organized and able to deliver quality work on tight deadlines
- Highly collaborative with the ability to work alongside a team
- Motivated by public service and committed to serving the people of Wisconsin

Compensation

- Salary range \$40,000 to \$60,000 annually, commensurate with experience
- Generous benefits package

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

- Email cover letter and resume to Cara Henney, deputy communications director, at cara.henney1@wisconsin.gov.