



Sara Rodriguez

Office of the Lieutenant Governor | State of Wisconsin

Lieutenant Governor Sara Rodriguez is seeking a Communications Director to join her Madison office.

The ideal candidate will have a proven ability to work in a fast-paced environment and possess excellent written and organizational skills. The individual will also be committed to a high level of organization, time management, and attention to detail. The Communications Director reports directly to the Chief of Staff.

Job Responsibilities

An effective Communications Director will be able to develop and execute a communications plan for Lieutenant Governor Sara Rodriguez's official office.

Essential components of a successful communications plan include a strategy for drafting timely remarks in the Lt. Governor's voice along with developing and executing a successful social media plan highlighting her work across the state.

The Communications Director will also be responsible for updating the Lieutenant Governor on all news events across Wisconsin and nationally. It will be imperative for the Communications Director to be able to develop a strategy for staying updated on deployments throughout the day.

Specific job duties include:

- Ensuring high-level writing quality and attention to detail to avoid errors.
- Creating high-impact social media posts and digital content.
- Collaborating with the Lieutenant Governor to craft official messaging.
- Tracking local and national news developments and preparing daily briefings.
- Executing other responsibilities as directed by the Lieutenant Governor and the Chief of Staff.

Qualifications

You should have:

- High level of attention to detail.
- At least 1 year of experience working in communications.
- Experience drafting remarks for public or private officials.
- Knowledge of the media landscape in Wisconsin.
- Familiarity with social media and the ability to generate high-level social media content.
- History of communicating with media outlets and drafting press releases.
- Flexibility and capability of adapting to changes while staying organized.
- Strong command of written and verbal communication skills.

Additionally, qualified candidates should be familiar with the administration's policy agenda, priorities, and stakeholder groups necessary to support scheduling and other relevant correspondence.

Compensation

- Salary range: \$49,400 to \$52,561 annually.
- Generous benefits package.

The Office of Lieutenant Governor Sara Rodriguez is an equal opportunity employer.

How to Apply

- Send a cover letter and resume to Timothy.Ross@wisconsin.gov.