



Tony Evers

Office of the Governor | State of Wisconsin

Communications Press and Research Assistant

The Office of Governor Tony Evers is looking for a press and research assistant 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 the Governor's communications team, the press and research assistant will work with other communications staff to develop messaging, contribute policy research, compile background, and assist across department operations, including responding to media inquiries and staffing the governor at media events. A successful candidate will have research or policy experience, a strategic mindset, and be flexible in a fast-paced work environment.

Responsibilities:

- Contribute to developing messaging and provide support for preparing materials.
- Assist with the drafting, editing, and dissemination of 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.
- Maintain media-market specific press lists and 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.
- Utilize research and background to help develop useful materials, talking points, remarks, and editorials.
- Assist in department operations, including responding to media and stakeholders at the direction of the communications director and staffing the governor at public events.
- 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
- 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
- Strong interest and familiarity with Wisconsin state politics

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 by Wednesday, July 17, 2024. Applications thereafter will be considered on a rolling basis.