



Sara Rodriguez

Office of the Lieutenant Governor | State of Wisconsin

Lieutenant Governor Sara Rodriguez is seeking a temporary Operations Coordinator to join her Madison office. This is a limited-term position ending on June 26, 2026.

The ideal candidate will have a proven ability to work in a fast-paced environment and can adapt to the changing needs of an elected office. The ideal candidate is committed to a high level of organization, time management, and attention to detail. This role supports the day-to-day functions of the office and helps execute long-term planning.

Job Responsibilities

An effective Operations Coordinator will provide support by managing administrative tasks and logistical planning, including, but not limited to, working with the scheduling team to confirm events, managing email intake, and occasionally helping staff events with or in place of the Outreach Director. The Operations Coordinator will also be responsible for assisting with outreach to media. Additionally, the Operations Coordinator will assist with drafting briefings, remarks and talking points for the Lieutenant Governor, under the supervision of the Communications Director.

Specific job duties include:

- Supporting the Scheduling Director by researching potential event opportunities.
- Writing event briefings for the Lieutenant Governor.
- Tracking local and national news developments and preparing daily briefings.
- Assisting with official messaging.
- Assisting with media outreach and social media.
- Writing media advisory briefs.
- Supporting event execution alongside or in place of the Outreach Director.
- Assisting with general office and administrative support.
- Executing additional tasks assigned by the Chief of Staff.

Qualifications

You should have:

- A commitment to high-level writing and meticulous attention to detail.
- The ability to work long hours, including some nights and weekends.
- Flexibility and the ability to adapt to changes while staying organized.
- Excellent written and verbal communication skills.
- Knowledge of Wisconsin and its current officials.
- The ability to travel, mostly in-state, as needed.
- A valid driver's license and reliable transportation.

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

- Part-time: 10-20 hours weekly
- This is a limited-term position ending on June 26, 2026.
- Salary range: \$21.23 to \$25.00 hourly

The Office of Lieutenant Governor Sara Rodriguez is an equal opportunity employer, and it 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 Timothy.Ross@wisconsin.gov.