



Tony Evers

Office of the Governor | State of Wisconsin

EXECUTIVE ASSISTANT

Governor Tony Evers is seeking an Executive Assistant to join his Madison office.

The ideal Executive Assistant candidate will have a proven ability to work in a fast-paced environment, driven largely by the governor's travel and scheduling obligations and administrative needs. The individual will also be committed to a high level of organization, time management, attentiveness to others, and attention to detail.

Job Responsibilities

The Executive Assistant has some of the most important responsibilities in the Office of the Governor. An effective Executive Assistant, in coordination with senior staff and the scheduling team, helps ensure the Governor receives necessary preparatory materials and information prior to meetings and events, arrives and departs from meetings, events, and other obligations in an orderly and timely fashion, and maintains close communication with senior staff as well as other individuals as directed.

The Executive Assistant's most important responsibility is attending to the Governor's needs while accompanying the Governor to most travel and scheduling obligations. As a role that frequently involves interacting with constituents, stakeholders, elected officials, and other important public officials, the Executive Assistant is expected to positively represent the Governor and the Office of the Governor, engage with others respectfully and politely, and perform daily functions with a high degree of sensitivity. The Executive Assistant also: assists in helping coordinate the Governor's arrival and departure logistical details; briefs the Governor on meeting and event logistics, attendees, and last-minute changes or needs as necessary and directed; maintains close physical proximity to the governor during meetings and events; retains and refers inquiries, contact or contact cards, or other communications or requests for follow-up action received during meetings or events to the appropriate senior staff member, as applicable; and conducts follow-up contacts to stakeholders, constituents, staff or other individuals as directed by the governor and senior staff.

Specific job duties include:

- Traveling with the Governor to most meeting, event, and scheduling obligations as his personal aide, including on nights and weekends.
- Maintaining contact and communication with senior staff during the Governor's travel.
- Receiving, retaining, and referring contacts, inquiries, or requests to appropriate senior staff members and conducting follow-up communications as necessary and directed by the governor and senior staff.
- Assisting in coordinating logistics and details for the Governor's daily movements and working with members of traveling staff and security detail to ensure timeliness.
- Briefing the Governor, in coordination with other staff, regarding event and meeting details, participants, and other logistics so all involved participants know the event flow and expectations.
- Debriefing after events and providing reports as directed on daily events/travel. Following up on requests, action items, and/or process improvements.
- Setting up technology and coordinating technical logistics for virtual events in which the Governor is participating.
- Responsible for printing and delivering the Governor's daily and weekly schedule and preparatory materials, as well as other materials as requested by the Governor and senior staff.
- Other responsibilities as directed by the Governor and senior staff.

Qualifications

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

- High level of attention to detail.
- Ability to work long hours, including some nights and weekends.
- Required to travel frequently, mostly in-state, up to 100 percent.
- Flexibility and capable of adapting to changes while staying organized.
- Excellent written and verbal communication skills.

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

Compensation

- Salary range \$45,000 to \$50,000 annually.
- Generous benefits package.

The Office of Governor Tony Evers 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 Corissa.Uselmann@wisconsin.gov.