



## POSITION DESCRIPTION

**POSITION TITLE:** Administrative and Political Affairs Coordinator

**POSITION SUMMARY:**

The Administrative Assistant and Political Affairs Coordinator plays a central role in advancing the Wisconsin Farm Bureau Federation's advocacy and political engagement efforts. This position independently oversees the operations, communications, and fundraising activities of the Volunteers for Agriculture (VFA) Political Action Committee, while also directing the administrative and operational functions of the Government Relations Department.

This role requires strong organizational skills, sound judgment, and the ability to manage multiple high priority projects in a fast paced, deadline driven environment. The position works closely with members, elected officials, candidates, consultants, and internal leadership to ensure effective advocacy, political engagement, and operational execution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Independently manage and execute the day-to-day operations of a Political Action Committee, supporting fundraising, donor and sponsor engagement, communications, and committee operations.
- Develop and distribute Political Action Committee communications, including fundraising materials, announcements, and member facing messages.
- Coordinate communications and logistics with candidates, vendors, consultants, and political partners.
- Maintain accurate records, data systems, and tracking processes to support compliance, accountability, and reporting.
- Direct administrative and operational support for the Government Relations Department, including scheduling, cross-team coordination, committee logistics, and travel arrangements.
- Support planning and coordination of government relations related meetings and events, including contracts, registration, sponsorship coordination, logistics, and follow up with members, speakers, stakeholders, and trade organizations.
- Develop and utilize digital systems and tools to manage records, track projects and deadlines, ensure data accuracy, and monitor key committee schedules, providing timely updates to the Government Relations team.
- Develop and maintain systems for digital records management, project tracking, deadline management, and data accuracy.
- Support Government Relations communications, including newsletters, issue briefings, and presentations.
- Represent the Government Relations team in meetings and external interactions with professionalism, discretion, and sound judgment.
- Assist with general office responsibilities and additional projects as assigned.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

- Bachelor's degree preferred, agricultural, political, or legislative experience is encouraged but not required.
- Strong written and verbal communication skills with high attention to detail and presentation.
- Proficiency in Microsoft office programs such as Word, Excel, and PowerPoint.
- Strong organizational and project management skills with the ability to manage competing priorities.
- Ability to work independently, take initiative, and exercise sound judgment
- Comfortable interacting with members, executives, candidates, elected officials, and other high-level stakeholders.
- High level of professionalism, integrity, and discretion when handling sensitive information.
- Ability to thrive in a fast-paced environment with firm deadlines.

**PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.

**TO APPLY:**

E-mail resume to:

**Mark Schuster**

VP of Organizational Development

Wisconsin Farm Bureau Federation

(608) 828-5404

mschuster@wfbf.com