



Office of Governor Tina Kotek

This six-month rotation will be to explore formalized guidelines and protocols for the First Spouse of Oregon as a public official per ORS 244.020 (6). This position will also assist and advise the current First Spouse in her official capacity in support of the Administration.

In addition, this position will:

Staff and support First Lady in all necessary areas including but not limited to; staffing, scheduling, logistics, internal and external communications, and budget management.

- Serve as a liaison between First Spouse and Governor's office staff and the public
 - Coordinate First Spouse's schedule and appearances
 - Manage initiatives created by the First Spouse with Governor's Office
 - Work with Governor's Communications Team on public engagement, media, and other communication materials for the First Spouse
 - Staff the First Spouse as needed at local, state, and national events
 - Plan and oversee Mahonia events in coordination with the Governor's Residence manager, including Mahonia centennial celebration
 - Explore of the establishment of a foundation for the preservation and care of the Governor's Residence
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