Wyoming Lottery Corporation Part-Time Lottery Draw Coordinator

Employment Status: Part-Time/Temporary, Non-Exempt
Reports To: Chief Security Officer

Position Summary

The Part-Time/Temporary Lottery Draw Coordinator supports the daily operations of the Wyoming Lottery Corporation (WyoLotto) by monitoring, coordinating, and verifying lottery drawings across all games offered by the organization.

This position plays an important role in maintaining the integrity, accuracy, security, and regulatory compliance of lottery draw operations. The Draw Coordinator works closely with internal staff, gaming system providers, and other authorized partners to ensure that drawings are completed in accordance with established procedures and game rules.

Essential Duties and Responsibilities

Lottery Draw Operations

- Monitor and verify scheduled drawings for all WyoLotto games, including multi-state and Wyoming-specific games.
- Ensure required pre-draw and post-draw procedures are completed accurately and timely.
- Review drawing results and associated gaming system reports for accuracy and completeness.
- Confirm that drawing results are properly recorded and communicated through authorized channels.
- Monitor drawing schedules, including special drawings, raffles, and promotional events.

Compliance and Internal Controls

- Follow established lottery policies, procedures, game rules, and security protocols.
- Maintain accurate documentation and records of draw activities.
- Identify, document, and escalate discrepancies or irregularities.
- Support compliance with applicable regulatory requirements and internal controls.
- Maintain confidentiality of sensitive operational and gaming information.

Gaming System Coordination

- Coordinate with authorized gaming system providers regarding draw operations and technical issues.
- Monitor gaming system notifications and drawing-related reports.
- Assist with operational testing associated with new games, system upgrades, and enhancements.

- Support established contingency procedures in the event of system interruptions or drawing delays.

Reporting and Administrative Support

- Prepare and maintain daily draw verification reports and operational documentation.
- Communicate drawing issues or concerns promptly to operations management.
- Assist with recordkeeping, reporting, and operational reviews.
- Provide additional administrative support to the Operations Department as assigned.

Minimum Qualifications

- High school diploma or equivalent required; additional education preferred.
- Experience in administrative operations, compliance, financial processing, gaming, or a related field preferred.
- Strong attention to detail, accuracy, and organizational skills.
- Ability to follow detailed procedures and meet strict deadlines.
- Proficiency in Microsoft Office and electronic reporting systems.
- Strong written and verbal communication skills.
- Ability to work independently and maintain confidentiality.
- Ability to successfully complete required background and security checks.

Work Schedule and Location

This is a part-time, temporary position with hours determined by WyoLotto's operational needs and game drawing schedules. Flexibility to work evenings, weekends, and holidays is required.

This position is based at the Wyoming Lottery headquarters in Cheyenne, Wyoming. As a part-time, temporary position, it is not eligible for employer-sponsored benefits.

Additional Responsibilities

Perform other related duties as assigned to support the operational integrity and continued success of the Wyoming Lottery Corporation.

How To Apply

Interested candidates should electronically submit a cover letter and resume by December 7, 2026 to:

jbaldwin@wylotterycorp.com

Resumes without a cover letter will not be considered. Inquiries/questions please contact Jessica Baldwin at 307-432-9300.