OFFICE OF THE SPEAKER · NOW HIRING

Chief of Staff

Reports to Speaker of the House **Location** Raleigh, NC **Type** Full time

ABOUT THE ROLE

The Office of the Speaker seeks an experienced, strategic, and collaborative leader to serve as Chief of Staff. The position serves as the Speaker's principal advisor and is responsible for managing the Speaker's office, coordinating the Speaker's legislative priorities, and ensuring effective operations across the Office.

RESPONSIBILITIES

- Work with caucus leadership to keep the House's legislative calendar and priority bills moving.
- Work with the General Assembly's nonpartisan staff to run the House administratively.
- Represent the Speaker in meetings with legislators, stakeholders and the public, as directed by the Speaker.
- Serve as the Speaker's principal advisor on legislative strategy, institutional management, and leadership priorities.
- Manage senior staff and oversee coordination with other leadership staff.

QUALIFICATIONS · REQUIRED

- At least 5 years of senior-level experience, in a legislative or executive setting.
- Strong judgment and discretion with sensitive political and personnel matters.
- Ability to work collaboratively with people from a wide range of backgrounds.
- Demonstrated experience leading teams and managing complex organizational priorities.
- Strong understanding of the legislative process and state government.
- Excellent written and verbal communication skills.

QUALIFICATIONS · PREFERRED

- Experience with the North Carolina General Assembly.
- Advanced degree in public administration, law, public policy, or a related field.

POSITION DETAILS

Location	Raleigh, NC (in person at least 4 days a week)
Schedule	Full time; long and irregular hours during session
Salary	Salary is competitive and based on experience and qualifications, within General Assembly pay guidelines. Benefits include the State Health Plan and the state retirement system.
Start date	January 2027
Apply by	Friday, December 4

EQUAL OPPORTUNITY STATEMENT

The Speaker's Office shall give equal opportunity for employment and compensation, without regard to race, religion, color, national origin, sex, age, disability, or genetic information to all persons otherwise qualified, and shall not retaliate against an employee for protesting alleged violations of this policy.