OFFICE OF THE SPEAKER · NOW HIRING

Deputy Chief of Staff, Operations

Reports to Chief of Staff **Location** Raleigh, NC **Type** Full time

ABOUT THE ROLE

The Office of the Speaker seeks an experienced organizational leader to serve as Deputy Chief of Staff for Operations to oversee the daily administrative and operational functions of the Speaker's office, including member services and boards and commissions.

The Deputy Chief of Staff for Operations will be responsible for ensuring that the Speaker's office functions efficiently, responds effectively to the needs of House members, and maintains high standards of professionalism and public service.

RESPONSIBILITIES

- Direct daily operations and administrative functions of the Speaker's office.
- Supervise the member services team and ensure responsive, effective assistance to House members.
- Oversee the Boards and Commissions Director and coordinate the Speaker's appointment-related responsibilities.
- Oversee the Speaker's executive scheduling and administrative support functions.
- Promote a collaborative, responsive, and service-oriented workplace.

QUALIFICATIONS · REQUIRED

- Demonstrated experience supervising staff and managing complex operations.
- Strong organizational, project management, and problem-solving skills.
- Excellent interpersonal and communication skills.
- Ability to manage competing priorities and respond effectively to changing circumstances.
- Sound judgment, discretion, and ability to manage confidential information.

QUALIFICATIONS · PREFERRED

- Familiarity with North Carolina state government and legislative operations.
- Experience developing and improving administrative systems.

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.