



**STATE OF VERMONT
OFFICE OF THE SPEAKER OF THE HOUSE**

DEPUTY DIRECTOR OF COMMUNICATIONS AND LEGISLATIVE AFFAIRS

The Deputy Director of Communications and Legislative Affairs in the Office of the Speaker of the House assists the Speaker and the Chief of Staff in overseeing and supporting the House of Representative's activities as it works through its annual legislative process. This position will manage overall communications for the Office, including the development and implementation of a communications strategy and coordination with media groups. The Deputy Director will plan and oversee special projects and assignments, such as legislative events. This position will also support day-to-day operations of the Office of the Speaker of the House and may advise or support other staff as needed.

This full-time, benefits-eligible, position is located in Montpelier, VT. The comprehensive State benefits package includes paid time off, health insurance, and retirement plans. Longer work hours are expected during the legislative session and as needed during other times of the year.

The anticipated pay for this position will be between \$61,300 - \$84,300, with potential for an initial offer adjustment based on applicable qualifications and experience.

Education and Experience:

Required:

- Bachelor's degree or higher
- A minimum of 2 years of comparable work experience
- Communication experience in a professional work environment
- Social media experience in a professional work environment

Preferred:

- Strategic planning and/or policy development experience

Required Skills:

- Ability to work in a fast-paced, high-energy environment with a wide range of personalities and responsibilities
- Proven competency and experience working with social media platforms
- Excellent interpersonal skills; ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, executive branch staff, special interest groups, and the general public, while maintaining a high level of social awareness for professional engagement.
- Demonstrates excellent written and oral communication skills
- Basic competency with software platforms including Microsoft Word, Excel, etc.

- Ability to maintain confidentiality and manage politically sensitive work
- Recognize patterns of issues and successfully troubleshoot
- Ability to maintain composure while performing work with tight deadlines in a changing environment
- Ability to maintain a flexible schedule, including working extended hours, possibly on nights and weekends

To apply, please submit in Word or PDF format a resume, a writing sample, and a cover letter explaining your interest and qualifications by e-mail

to: HRApplications@leg.state.vt.us. Cover letters should be a personalized, authentic reflection of your skills, motivation, and personality. Please put your name and “Deputy Director Communications Application” in the subject field of the e-mail. Applications will be reviewed starting January 1, 2026.

The Vermont General Assembly is an equal opportunity employer and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, age, or other protected category.