



Closing Date: December 15, 2025

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Budget Coordinator
Office of the House Budget Chair

LOCATION: Missouri House of Representatives
State Capitol Building
Jefferson City, MO

STARTING SALARY RANGE: \$45,000.00-\$50,000.00; actual salary commensurate with applicable education and experience.

DESCRIPTION: This is a highly responsible, professional, partisan position in the House Budget Chair's Office. This position is full-time and is eligible for Missouri state employee benefits. The position is located at the State Capitol Building in Jefferson City, Missouri.

RESPONSIBILITIES: The employee in this position attends Budget Committee hearings and other budget-related meetings to provide support to committee members; researches and prepares budget and policy analyses and summaries for the Budget Chair, Chief of Staff, and budget analysts; and takes detailed notes during Budget Committee and Budget Subcommittee hearings. This employee also provides excellent customer service to legislators, House staff, and guests to the office and to the House of Representatives; triages inquiries and meeting requests; contributes to the overall office organization, including calendar and meeting management; and performs constituent work, as needed.

QUALIFICATIONS: Successful applicants must have knowledge of the state budget process, be able to exercise strict confidentiality of office conversations, strategies, and work product; must maintain professionalism in a high pressure, fast-paced environment, adapt to various situations, and prioritize multiple work assignments simultaneously while managing various interruptions and still meeting deadlines. Applicants require strong written, verbal and interpersonal communication skills, possess a valid driver's license and be able to lift more than 10 pounds. **Applicants must be available to work extremely long hours during the legislative session from January through May.**

APPLICATION PROCESS: Please send resume/application and letter of interest no later than December 15, 2025 electronically to houseadmin@house.mo.gov or through [MoCareers](#). Documents may also be submitted to MO House of Representatives, Attn: Budget Coordinator, Room B22, 201 W. Capitol Avenue, Jefferson City, MO 65101. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov.

EMPLOYMENT RESTRICTIONS: The House prohibits the hiring of any person who at the time of initial hiring is related to any House member within the fourth degree by blood or marriage.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.