UTAH HOUSE OF REPRESENTATIVES
invites applications for the position of:
Minority Policy Intern

PHYSICAL ADDRESS: Utah House of Representatives
350 N State St.
Salt Lake City, UT 84114

OPENING DATE: Tuesday, October 6th, 2026
CLOSING DATE: Open until filled. Applications will be considered on a rolling basis.

JOB DESCRIPTION:
This is a temporary internship for the 2027 General Legislative Session. The intern in this role will provide support to the House Minority Staff Director, Policy Advisor, and members of the minority caucus of the House of Representatives. We are looking for a motivated intern who has experience in research, writing, and has the ability to perform in a fast-paced environment. Interns will not raise funds or perform campaign work for any member of the House of Representatives.

EXAMPLE OF DUTIES:
- Reviewing policy proposals related to draft legislation
- Writing summaries of proposed legislation
- Tracking key legislation through the legislative process
- Preparing written reports on outcomes of key legislation
- Completing research projects related to pending legislation

MINIMUM QUALIFICATIONS:
- Demonstrate strong research and analytical skills
- Demonstrate strong, technical, and concise writing skills
- Synthesize complex written information with clarity, conciseness, and well-reasoned analysis
- Respond effectively to suggestions
- Maintain strict confidentiality and trust when working with multiple representatives and staff
- Use proper grammar, spelling and punctuation
- Operate the basic functionality of Microsoft Excel, Word and PowerPoint

SUPPLEMENTAL INFORMATION:

SALARY RANGE: A lump-sum stipend of $4,100 will be paid for this internship.
The work hours for this position will typically be 40 hours per week during the general legislative session (mid-January through early March 2027). Extended work hours may occasionally be required. This position is not eligible for benefits.

APPLICATION INSTRUCTIONS: Submit a cover letter and resume to **hr@le.utah.gov**. Failure to submit both a cover letter and resume as attachments to your email may result in disqualification.

EEO STATEMENT:
The State of Utah is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.

ADDITIONAL SUPPLEMENTAL INFORMATION:
Employees in this position serve at the pleasure of the appointing officer in an at-will status and may be terminated at any time without cause. This is not a career service position.

Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodation to complete the application process, please contact Jen Fife (jfife@le.utah.gov).

Veteran's Preference (Utah Code Ann. 71A-2-102): An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter form the VA stating the disability percentage granted must also be attached.