



UTAH STATE SENATE

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STATE OF UTAH
invites applications for the position of:
SENATE COMMUNICATIONS SPECIALIST

PHYSICAL ADDRESS:

Utah Legislature
Utah Senate
350 North State Street, Suite 320
Salt Lake City, UT 84114

OPENING DATE: 5/1/2025

CLOSING DATE: Until filled

JOB DESCRIPTION:

The Utah Senate is seeking a full-time Communications Specialist to join the team. This position requires a highly skilled writer and strategic thinker who can operate independently, manage multiple assignments under tight deadlines and deliver consistent, effective content across various platforms.

This position will assist in overseeing public relations, developing and implementing communication strategies and performing various public relations assignments. The candidate will be trusted to shape messaging around key policy areas, current legislative priorities and emerging issues.

Responsibilities include writing and editing materials such as press releases, social media, op-eds, speeches and statements to support senators at speaking engagements, media interviews and panel discussions. This is a nonpartisan, non-campaign role. No political fundraising or campaign work is involved.

EXAMPLE OF DUTIES:

- Research, write, edit and/or review correspondence, press releases, social media, blogs, speeches, talking points, graphics, video scripts, opinion editorials, documents and/or other written materials.

- Translate complex legislative topics into clear, engaging content for various materials.
- Collaborates with team members to develop messaging that aligns with legislative priorities and objectives.
- Coordinates with others to obtain information for writing press releases, videos, announcements, materials and provides event support.
- Manage multiple projects simultaneously, demonstrating accountability for meeting deadlines and achieving desired outcomes.
- Ensure all communications meet professional standards for accuracy, clarity, tone and style.
- Works with the communication team to organize and host public events and press conferences.
- Assists in developing, maintaining and executing public relations strategies.
- Creates infographics, charts, working drawings, illustrations, etc., for publications/displays or similar projects.
- Maintain strict confidentiality and exercise sound judgment in all interactions.
- Other duties as assigned.

REQUIRED SKILLS & QUALIFICATIONS:

- Exceptional writing ability with proven expertise in grammar, tone and style; proficiency in AP style is strongly preferred.
- Outstanding strategic thinking, planning and organizational skills, with excellent verbal and written communication abilities.
- 3–5 years of professional experience in public relations, journalism, political communication or related fields is strongly preferred.
- Ability to maintain strict confidentiality and earn the trust and confidence of multiple senators.
- Meticulous attention to detail.
- Solid understanding of public relations principles and practices.
- Strong comprehension skills, with the ability to quickly understand and act on verbal and written information.
- High level of integrity and discretion when handling sensitive information.
- Capacity to quickly grasp and clearly communicate complex issues.
- Proven success in developing and executing messaging campaigns, especially in fast-paced or politically sensitive environments.
- Proven ability to manage multiple tasks, meet deadlines and take initiative with minimal supervision.
- Strong analytical skills and ability to draw conclusions using logic and data.
- Professionalism, tact and discretion in all communications and interactions.
- Willingness and availability to work a flexible schedule, including evenings and weekends during the legislative session.

SALARY RANGE: \$30-\$35 an hour, depending on qualifications and experience.

BENEFITS: This position is eligible for a comprehensive benefits package, including medical, dental, life and long-term disability insurance, a retirement plan and paid leave, which includes annual, sick and holiday pay.

APPLICATION INSTRUCTIONS: Submit the following to utahsenate@le.utah.gov with the subject line: Communications Specialist – [Name]:

- Cover letter
- Resume
- 2–3 writing samples demonstrating relevant experience and versatility

SCHEDULE CODE: AN – Employees of the Legislature. At will: 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.

EEO STATEMENT: The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact Mark Thomas at 801-708-5181.