UTAH STATE SENATE

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STATE OF UTAH
invites applications for the position of:

SENATE MINORITY COMMUNICATIONS INTERN

JOB DESCRIPTION:

The Utah Senate Minority (Democratic) Caucus is seeking a communications intern to support the caucus during the 2027 General Legislative Session. This is a hands-on opportunity for someone interested in political communications, public policy, digital media, and the legislative process to gain meaningful experience working in a fast-paced government environment.
The communications intern will help develop and implement communications strategies and create written, visual, and video content for social media, the caucus website, newsletters, and other communications platforms. The ideal candidate is a strong writer, creative communicator, and self-starter who can manage multiple projects and deadlines.

Communications interns are nonpartisan session staff. This position does not involve campaign work, fundraising, or election activities.

RESPONSIBILITIES:

- Assist with developing and creating social media content across multiple platforms.
- Assist in preparing, writing, and editing weekly newsletters, blog posts, press releases, and other communications materials.
- Research, write, and edit op-eds, talking points, presentations, and other materials on a variety of policy and legislative topics.
- Photograph and document senators, committee meetings, legislative events, and Capitol activities.
- Monitor and track local and state news coverage.
- Film, edit, and produce short-form video content.
- Assist with other communications projects and tasks as needed.

MINIMUM QUALIFICATIONS:

- Excellent writing and editing skills.
- Strong understanding of social media platforms and digital communications.

- Demonstrated responsibility, initiative, and attention to detail.
- Ability to work effectively under tight deadlines while managing multiple projects.
- Motivated, creative, adaptable, and dependable.
- Strong interpersonal and organizational skills.
- Ability to work independently while contributing effectively as part of a team.

PREFERRED QUALIFICATIONS:

- Experience with graphic design software or platforms.
- Experience creating and managing social media content.
- Photography and/or videography experience.
- Experience with video editing software.
- Familiarity with Utah government, public policy, or the legislative process.

COMPENSATION AND HOURS:
Stipend**:** $4,100

This is a full-time session position. The intern will typically work approximately 40–50 hours per week during the legislative session. Standard hours are generally 8:00 a.m. to 5:00 p.m., with extended hours expected during particularly busy periods and toward the end of the legislative session. Some evening and weekend work may be required. Business professional attire is required.

START/END DATE: The position is expected to run from January 4, 2027, through March 12, 2027. Start and end dates may be flexible depending on the candidate's availability.
A training period before the legislative session may also be arranged based on the candidate's availability.

HOW TO APPLY:
Email the following materials to **idurham@le.utah.gov** with the subject line: Minority Communications Intern – [Name]:

Required Application Materials

- Cover letter
- Resume
- Two to three professional or academic references
- One writing sample that does not exceed two pages
- Two visual media samples

Preferred Work Samples

Applicants are strongly encouraged to submit one or more of the following additional samples. These materials will help demonstrate your communications, creative, and digital media skills:

- A video sample demonstrating filming and editing capabilities
- An op-ed, blog post, article, or other published writing
- Photography samples
- A graphic design sample created using Adobe, Canva, or a similar platform
- Links to social media platforms you have managed
- Screenshots or examples of social media content you have created

All submitted work must be the applicant's own original work.
Including examples from the preferred samples section is strongly encouraged and will help applicants demonstrate the range of skills they would bring to the position.

APPLICATION DEADLINE:
Opening Date: October 2, 2026
Closing Date: November 4, 2026

LOCATION:
Utah State Capitol
350 N. State Street, Suite 320
Salt Lake City, UT 84114

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 are 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.