UTAH STATE SENATE

UTAH STATE CAPITOL · SALT LAKE CITY

SENATE.UTAH.GOV

STATE OF UTAH
invites applications for the position of:

SENATE MINORITY POLICY INTERN

JOB DESCRIPTION:

The Utah Senate invites applications for the position of Senate Minority (Democratic) Policy Intern for the 2027 General Session. This intern will support the Senate Democratic Caucus by monitoring legislation, tracking bill progress, and assisting with members' policy priorities. A significant portion of the role involves updating and maintaining tracking spreadsheets. This position is ideal for students or recent graduates interested in state government, public policy, and public service.

RESPONSIBILITIES:

- This intern will work closely with the Minority Caucus Administrator by assisting with research and preparation on substantive policy issues.
- Strong ability to organize, code, and manage data using Google Sheets.
- Highly organized, accurate, and detail-oriented in research and reporting.
- Strong research, writing, and analytical skills.
- Ability to synthesize complex information clearly and concisely.
- Receptive to feedback and able to respond effectively to suggestions.
- Maintains confidentiality and professionalism when working with multiple senators and staff.
- Excellent command of grammar, spelling, and punctuation.
- Demonstrated interest in public policy, government, or legislative affairs.
- Work independently for long periods of time.

IDEAL QUALIFICATIONS:

- Familiarity with bill tracking, the Utah Legislature's policy process, and the Utah Legislature's online tracking tools.
- Previous experience in policy, communications, or government settings.
- Currently enrolled in or recently completed a bachelor's degree program.

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.

APPLICATION INSTRUCTIONS: Submit the following to idurham@le.utah.gov with the subject line: Minority Policy Intern – [Name]:

- Cover letter
- Resume
- Writing sample that does not exceed two pages
- Two to three professional or academic references

All submitted work must be the applicant's own original work.

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.