

STATE OF UTAH
invites applications for the position of:
**House Minority Digital and Strategic Communications
Manager**

SALARY: \$27 per hour

OPENING DATE: May 28th, 2025

CLOSING DATE: June 20th, 2025 5:00 pm

NUMBER OF OPENINGS: 1

POSITION TYPE: Full-time

BENEFITS: Full State Benefits

PHYSICAL ADDRESS: 350 North State Street, Suite 400, Salt Lake City, UT 84114

RECRUITER NAME: Jennifer Fife

RECRUITER EMAIL ADDRESS: hr@le.utah.gov

OVERTIME EXEMPT: No

SCHEDULE CODE: AN - Employees of the Legislature

JOB DESCRIPTION:

IF YOU ARE INTERESTED IN THIS POSITION PLEASE SUBMIT YOUR RESUME AND COVER LETTER BY EMAIL TO hr@le.utah.gov.

This is a career service-exempt job. Employees placed in this position are appointed, non-classified, and exempt from 67-19-12. Employees provide administrative support and help for Utah State Representatives responding to constituents. Employees work closely with Representatives and staff assisting with organizing and originating correspondence, documentation, and other written communication; scheduling and coordinating meetings and appointments. Employees take and relay messages, respond to requests for information; and provide information and/or direct callers/visitors to appropriate individuals. Employees also assist Representatives with miscellaneous research and clerical support and work with staff to provide solutions to constituent requests. Employees will not raise funds or perform campaign work for any state House race

The Utah House of Representatives Minority Caucus is seeking a skilled and motivated **Digital and Strategic Communications Manager** to lead all internal and external communications efforts for the House Democratic Caucus. This position plays a vital role in crafting the Caucus's public narrative, managing its digital presence, and engaging with the media to amplify the voices and legislative priorities of the Utah House Democratic Caucus.

This is a fast-paced, high-visibility position that requires excellent communication skills and the ability to collaborate with lawmakers, staff, media professionals, and community stakeholders. The ideal candidate will be creative, strategic, detail-oriented, and committed to public service and progressive values.

EXAMPLE OF DUTIES:

- Work full-time throughout the 2026 General Legislative Session and during the interim period under the direction of the House Minority Leadership to coordinate and maximize social media and earned media exposure. The position may require some weekend or after business hour work.
- Work closely with Democratic caucus members, members of the media, advocates, lobbyists, and stakeholders involved with the legislative process.
- Create a social media strategy for the House Minority Caucus
- Work closely with other House Minority staff to develop issues strategy, media plans, and messaging.
- Draft and prepare media advisories and media statements in coordination with Caucus leadership on behalf of the caucus as a whole or for individual legislators.
- Coordinate with Caucus leadership and Senate Minority staff to write and coordinate the production of the Democratic Response to the Governor's State of the State Address in January.
- Build rapport with members of the media, maintain a current list of press contacts, organize media technical needs, and provide public relations services as needed.
- Maintain the House Minority Caucus website.
- Research, write, and edit op-ed pieces for legislators and assist with submission to local newspapers.
- Work with caucus members to organize media events and assist with speech writing if requested.
- Work with caucus members to develop and coordinate communications materials on their specific issues.
- Option to attend national NCSL LINCS or CSG West staff conferences for professional development.
- Other duties as assigned.

PREFERRED QUALIFICATIONS:

- Knowledge of the latest trends and best practices for media production, communication, and dissemination techniques and methods including alternative ways to inform via written, oral, and visual media.
- Knowledge in Facebook, Instagram, X, Youtube, TikTok, Threads and other social media platforms.
- Ability to work with advocates and defend Democratic Caucus priorities with the news and other public media including determining media strategy, writing press releases, and presenting information to wire services and reporters.
- Skilled in taking and editing photos for social media distribution.
- Experience with gathering and managing information or data in a clear and concise manner.
- Utilizes proper grammar, spelling, and punctuation.
- Can operate a computer, copier, and other office equipment.
- Strong computer skills including the ability to use Microsoft Office Suite.
- Maintains strict confidentiality; works with multiple Representatives and maintains the trust and confidence of each.
- Deals with people, showing sensitivity, tact, and professionalism. Follows principles, practices, and procedures of an office environment.
- 2-3 years experience in social media, journalism, public relations, political science, or related fields preferred.

SUPPLEMENTAL INFORMATION:

- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items, etc. Special physical demands are not required to perform the work.
- Risks found in the typical office setting, which is adequately lighted, heated, and ventilated, e.g. safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, or gender identity. The State provides reasonable accommodations to the 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, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.