



# House of Representatives *State of Utah*

UTAH STATE CAPITOL  
350 N STATE STREET, SUITE 350  
SALT LAKE CITY, UTAH 84114 • (801) 538-1029

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STATE OF UTAH  
invites applications for the position of:  
**Communications Specialist**

**PHYSICAL ADDRESS:** Utah Legislature  
House of Representatives — Majority Staff  
350 North State Street, Suite 350  
Salt Lake City, UT 84114

**OPENING DATE:** May 26, 2022

**CLOSING DATE:** June 17, 2022

**JOB DESCRIPTION:**

The Utah House of Representatives Majority Staff is a partisan office serving the needs of the Majority Caucus Members. We are looking for a creative and innovative individual responsible for a wide range of communication, administrative, and legislative services tasks. This position requires excellent communication skills, an ability to anticipate needs, and critical thinking. The majority staff for the House of Representatives maintains an exciting culture of high performance, innovation, problem-solving, and flexibility. Be ready to join an exceptionally talented and driven team!

**EXAMPLE OF DUTIES:**

- Draft posts for several social media accounts on various platforms
- Assist in creating content for newsletters, press releases, talking points, speeches, op-eds, and other written materials
- Create content using Canva, Photoshop, or other graphic design programs
- Work closely with staff to coordinate communications projects
- Take photographs and videos of legislative activity to support communications efforts
- Produce digital media using photo and video editing software
- Provide administrative assistance to legislators including writing and editing emails, drafting letters and memos, and preparing communications on legislators' behalf
- Communicate effectively with all assigned legislators regarding policy and other issues and assist with tasks and projects as assigned
- Provide additional support to House staff and legislators as needed

**Minimum qualifications:**

- Bachelor's degree in communications (preferred), graphic design, marketing, public administration, public policy, political science, or similar field.
- Excellent writing and communication skills
- Experiencing managing social media accounts and understanding of different social media platforms
- Knowledge of video, photo, and audio editing software preferred

**SALARY:** Based on experience. Benefits provided.

**APPLICATION INSTRUCTIONS:** Submit the following by email to [utahreps@gmail.com](mailto:utahreps@gmail.com). Incomplete applications will not be considered.

- Cover letter
- Resume
- Sample of work (writing sample, graphic design example, video, etc.)
- Two references
- Specify which job you are applying for in the subject line

***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.*

*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 Rebecca Smyrniotopoulos at [rsmyrn@le.utah.gov](mailto:rsmyrn@le.utah.gov).*