invites applications for the position of:
GENERAL SESSION COMMUNICATIONS INTERN

PHYSICAL ADDRESS: Utah House of Representatives
350 North State, Suite 350
Salt Lake City, Utah 84114

OPENING DATE: Friday, November 2, 2018
CLOSING DATE: Until filled. We will be interviewing applicants as resumes are received.

JOB DESCRIPTION:
The Utah House of Representative Majority Communications office is looking for two creative communications interns who are willing to contribute and provide support with various tasks during the 2019 General Session. The interns will work directly with the communications director to develop and promote communications outreach for the House Majority.

EXAMPLE OF DUTIES:
• Monitor and track local news
• Draft blog post and newsletter articles
• Film and edit videos
• Design and create graphics and presentations
• Research talking points for numerous topics

TYPICAL QUALIFICATIONS:
In addition to demonstrating a high degree of flexibility and diplomacy in a professional environment, applicants must have a variety of skills:
• Excellent oral and written communication skills
• Solid understanding of the different social media platforms
• Graphic design or video editing, is a plus

Minimum qualifications:
• Proficient in Microsoft Suite
• Experience working in a professional office setting.
• Must be able to work extended hours from approximately January 9 to March 23, 2019.

SALARY: Stipend, no benefits

APPLICATION INSTRUCTIONS: Send a cover letter, resume, 3 references, writing sample, and if available video and/or graphic examples to:

Debbie Cragun
HR Administrator
hr@le.utah.gov
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 Debbie Cragun at 801-326-1600.

Veteran's Preference (Utah Code Ann. 71-10-1, et. Seq.) An applicant claiming veteran’s preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran’s preference requested. Additionally, a copy of the applicant’s DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant’s letter form the VA stating the disability percentage granted must also be attached.