



**UTAH HOUSE OF REPRESENTATIVES
invites applications for the position of:
House Minority Policy Advisor, Job #46871**

PHYSICAL ADDRESS: Utah House of Representatives
Salt Lake City, UT 84114

OPENING DATE: Wednesday, October 29th 2025

CLOSING DATE: Friday, November 21st 2025

JOB DESCRIPTION:

The Utah House of Representatives Minority Staff is a partisan office serving the needs of the Minority Caucus Members. We are looking for a creative and innovative Policy Advisor responsible for a wide range of policy, communication, administrative, and legislative tasks. A policy advisor is responsible for assisting members of the House Minority caucus as they develop and implement policy through the legislative process. This position requires excellent research and communication skills, an ability to anticipate needs, and critical thinking.

This position also requires working closely and confidentially with members of the Minority Caucus, exercising considerable independent judgment, and managing complex responsibilities in a fast-paced political environment.

JOB DUTIES:

- Researching policy issues.
- Drafting of policy briefs, executive summaries, white papers, and other policy-focused communications.
- Monitoring and tracking of legislation during the legislative session and interim period.
- Reviewing, editing, and producing policy-focused content for Minority Caucus newsletter.
- Development of long-range policy and messaging strategies.
- Assisting House Minority Caucus members with policy development and strategy.
- Partnering with Minority caucus members on constituent outreach and general policy updates.
- Assisting Minority Caucus staff with policy insights in general Caucus communication.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in political science, public policy, or related field.
- Minimum of one year of legislative or related policy experience.
- Strong writing and communication skills (written and verbal).
- Strong organizational and analytical skills.
- Ability to work independently and as part of a team.
- Sound professional judgment in a political environment.
- Must be willing to work in a partisan capacity.
- Flexibility to work extended hours during the legislative session, on interim days, and as needed throughout the year.
- Must reside in Utah or be willing to relocate.

SUPPLEMENTAL INFORMATION:

SALARY RANGE: The pay range for this position is \$25–\$28 per hour depending on experience, plus comprehensive medical, dental, annual leave, and retirement benefits. The starting salary will be commensurate with education and professional experience.

APPLICATION INSTRUCTIONS: Submit a cover letter and resume to hr@le.utah.gov no later than 5:00 p.m. MDT on Friday, November 21, 2025. Please include the job title (House Minority Policy Advisor) and job number (46871) in your email subject line to ensure a prompt response. Failure to submit both a cover letter and resume as attachments to your email may result in disqualification.

BENEFITS: The State of Utah offers eligible employees a variety of benefits, including medical, dental, life, and disability insurance, as well as a comprehensive leave program.

EEO STATEMENT:

The State of Utah is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.

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.

Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodation to complete the application process, please contact Jen Fife (jfife@le.utah.gov).

Veteran's Preference (Utah Code Ann. 71A-2-102): 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 from the VA stating the disability percentage granted must also be attached.