



UTAH STATE SENATE

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Senate Minority Communications Intern

JOB DESCRIPTION

The Utah Senate Minority caucus is looking for a communications intern willing to contribute and provide support with various tasks during the 2024 General Session. This is a tremendous opportunity for anyone seeking to learn more about the legislative process and gain hands-on communications experience.

Communications interns will have the chance to help implement communication strategies and create written and video content for social media, the website and newsletters. Applicants should have a strong interest in political communications, policy and digital media, be willing to work in a fast-paced environment and interested in the legislative process.

Communications interns are nonpartisan session staff and do not perform any campaign work or raise funds for any Senate election.

RESPONSIBILITIES

- Work full-time during the 2024 General Legislative Session to coordinate and maximize print and social media exposure. The position may require some after-hours work.
- Assist in writing and creating social media posts.
- Assist in preparing, writing and editing weekly newsletters, blog posts and press releases.
- Assist in researching, writing and editing op-ed pieces, talking points, presentations and graphics for various topics.
- Take and tag pictures of senators, committee meetings and Capitol events.
- Monitor and track local news.
- Film and edit videos.

MINIMUM QUALIFICATIONS

- Excellent writing skills.
- Solid understanding of the different social media platforms.

- Consistent demonstration of responsibility and initiative.
- Ability to complete tasks under deadlines while managing multiple projects.
- Motivated, creative, detail-oriented, adaptable and dependable.
- Team player who also excels as an individual contributor.
- Bachelor's degree, currently pursuing a degree from a university/college or relevant work experience. Communications or related field programs are preferred but not required.

PREFERRED QUALIFICATIONS

- Graphic design knowledge/skill
- Experience creating social media.
- Photography experience

PAY: \$4,000 stipend

Hours for this position will typically be about 40 hours per week during the general session.

START DATE: The internship begins January 5, 2024, and ends March 8, 2024 (the start and end dates are flexible).

APPLY: Email the following documents to utahsenate@le.utah.gov with the subject line "Communications Intern"

Required Documents

- Cover letter
- Resume
- Two writing samples (op-eds, feature articles, blog posts or press releases preferred)

Preferred Samples (*in addition to the required documents listed above*)

- A video sample showcasing filming and editing capabilities
- Photos highlighting photography skills
- A graphic design sample (Adobe, Canva or similar platform with original graphics)
- The link to any social media platforms you've managed or screenshots of posts you've created
- Two to three references

Including one or more examples from the "preferred samples" section is highly encouraged and will help you stand out as an applicant.

OPENING DATE: October 26, 2023

CLOSING DATE: Until filled (applications are encouraged to be submitted by November 19, 2023)

PHYSICAL ADDRESS

Utah State Capitol
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