



## UTAH STATE SENATE

UTAH STATE CAPITOL · SALT LAKE CITY

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### **General Session Communications Interns**

#### **JOB DESCRIPTION**

The Utah Senate Communications office is looking for creative communications interns willing to contribute and provide support with various tasks during the 2023 General Session. This is a tremendous opportunity for anyone seeking to learn more about the legislative process and gain hands-on experience working with state legislators and the news media.

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.

#### **RESPONSIBILITIES**

- Work full-time during the 2023 General Legislative Session to coordinate and maximize print and social media exposure. The position may require some after hours work.
- Work closely with communications staffers and senators to develop and coordinate communications on specific issues.
- Assist in writing and creating social media posts using Twitter, Facebook, Instagram, LinkedIn and YouTube.
- 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.
- Assist in maintaining the Senate website, blog and social media platforms.

#### **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 managing social media.
- Photography experience

**PAY:** \$14 an hour

**START DATE:** The internship begins January 9, 2023 and ends March 10, 2023 (the start and end date are flexible).

**APPLY:** Email the following documents to Nikaela Penrod (npenrod@le.utah.gov) with the subject line "Communications Intern"

### **Required Documents**

- Cover letter
- Resume
- Three references
- 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 graphic)
- The link to any social media platforms you've managed or screenshots of posts you've created

***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 4, 2022

**CLOSING DATE:** Until filled (Applications are encouraged to be submitted by November 18, 2022)

**PHYSICAL ADDRESS**

Utah State Capitol  
350 N State Street, Suite 320  
Salt Lake City, UT 84114