



UTAH STATE SENATE

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STATE OF UTAH
invites applications for the position of:

SENATE COMMUNICATIONS SPECIALIST

PHYSICAL ADDRESS:

Utah Legislature
Utah Senate
350 North State Street, Suite 320
Salt Lake City, UT 84114

OPENING DATE: 3/19/2026

CLOSING DATE: 5/4/2026 (or until filled). Applications will be reviewed on a rolling basis.

JOB DESCRIPTION:

The Utah Senate is seeking a full-time, in-person Communications Specialist to help shape and articulate policies that impact Utahns.

This is a high-impact role for a strategic communicator who can translate complex policy into clear, compelling messaging. The position supports and leads communications efforts that inform, engage and build public understanding of policy in a fast-paced public service environment.

The ideal candidate is a seasoned, self-directed communicator who brings clarity to complex issues and exercises sound judgment under pressure. This individual is an exceptional writer and creative thinker, capable of developing innovative, audience-focused messaging while maintaining accuracy.

The ideal candidate demonstrates the ability to navigate ambiguity with clarity and precision, while delivering polished, high-quality work without extensive oversight. This role requires both structure and flexibility, along with strong attention to detail and follow-through.

KEY RESPONSIBILITIES:

- Translate complex legislative and policy issues into clear, accurate messaging that resonates with the public and stakeholders, primarily for the majority caucus.
- Research, write, and edit a wide range of content, including press releases, talking points, speeches, op-eds, policy briefs, one-pagers, social media content and video scripts.
- Develop and execute integrated communications strategies across platforms.
- Monitor local news, trends and public sentiment to inform communications strategy.

- Manage multiple projects simultaneously and respond to rapid-response communications needs.
- Ensure consistency, accuracy and clarity across all messaging.
- Analyze the effectiveness of communications to optimize results.
- Handle sensitive and confidential information with integrity and discretion.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- 5+ years of experience in communications, journalism, public relations or a related field.
- Demonstrated experience in independently developing and executing communications strategies across multiple platforms.
- Exceptional writing and editing skills, with the ability to translate complex topics into clear, engaging content.
- Strong creative instincts paired with sound judgment, with the ability to craft compelling, audience-focused messaging without sacrificing clarity or accuracy.
- Excellent critical thinking and problem-solving skills, with the ability to generate effective, strategic ideas.
- Proven ability to manage competing priorities in a fast-paced environment.
- Strong understanding of communications strategy, branding and audience engagement.
- Developed organizational skills with attention to detail and follow-through.
- Ability to navigate ambiguity, operate with minimal direction and produce high-quality work under tight deadlines.
- High degree of integrity, discretion and professionalism.

PREFERRED QUALIFICATIONS:

- Experience in government, public policy or political communications.
- Experience translating policy into messaging.
- Familiarity with AP Style and professional communications standards.
- Ability to anticipate communications needs and act proactively.

SALARY: \$30-\$38 an hour, depending on qualifications and experience.

WORK LOCATION: Utah State Capitol, Salt Lake City. This is a full-time, in-person position.

BENEFITS: This position is eligible for a comprehensive benefits package, including medical, dental, life and retirement plans, as well as paid leave, including paid time off and holiday pay.

APPLICATION INSTRUCTIONS: Submit the following to utahsenate@le.utah.gov with the subject line: “[Position Title] – [Your Name]”:

- Resume
- Cover Letter
- Two References
- Three Writing Samples (op-eds, talking points, press releases, blog posts, etc.)

SCHEDULE CODE: AN – Employees of the Legislature. At will: 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.

EEO STATEMENT: 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 Mark Thomas at 801--708-5181.