



## UTAH STATE SENATE

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STATE OF UTAH  
invites applications for the position of:

### **SENATE LEGISLATIVE ASSISTANT**

#### **PHYSICAL ADDRESS:**

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

**OPENING DATE:** 3/19/2026

**CLOSING DATE:** 4/03/2026

#### **JOB DESCRIPTION:**

The Utah Senate is seeking a full-time Legislative Assistant to support the Minority Caucus. This in-person position, based at the Utah State Capitol, plays a key role in assisting senators with constituent communications, media relations, scheduling, public engagement and caucus operations.

The role blends communications and administrative coordination. Working closely with senators and staff, the Legislative Assistant will manage constituent services and communications, produce digital and written content, support research and legislative efforts and oversee daily administrative functions.

The ideal candidate is proactive, organized, creative, and comfortable working in a fast-paced team-oriented environment. This position requires strong writing skills, attention to detail, the ability to manage multiple priorities and the ability to exercise sound judgment when handling sensitive information.

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

#### **KEY RESPONSIBILITIES:**

- Create and manage digital content, including social media posts, videos, photography and graphics

- Draft press releases, newsletters, op-eds, website content and other written materials
- Coordinate media relations for the Minority Caucus and assist with press inquiries
- Assist in developing and implementing communications strategies for the minority caucus
- Draft correspondence, reports and constituent responses
- Monitor local news and identify relevant media opportunities
- Provide direct administrative and communications support to senators
- Manage constituent communications, including emails and phone calls
- Schedule and coordinate interviews, meetings, events and appointments
- Conduct research and summarize policy issues
- Assist with bill tracking, briefing materials and internal documents
- Support day-to-day office operations and special projects as assigned

**MINIMUM QUALIFICATIONS:**

- Strong writing skills with attention to grammar, clarity and tone
- Experience creating and posting digital and social media content
- Ability to manage multiple projects and deadlines simultaneously
- Strong organizational and interpersonal communication skills
- Ability to maintain confidentiality and professionalism

**IDEAL CANDIDATE:**

- Previous experience in government, public affairs or communications office
- Creative, detail-oriented and highly organized
- Experience with photography and video production/editing
- Skilled in graphic design tools (Adobe, Canva or similar)
- Comfortable using social media platforms and understanding audience engagement
- Able to collaborate effectively with elected officials, staff, media and the public
- Exercises strong judgment, discretion and reliability
- Thrives in fast-paced and dynamic environments

**SALARY:** The salary range for this position is \$28-\$30 per hour.

**BENEFITS:**

This position is eligible for a full benefits package, including medical, dental, life, and long-term disability insurance, a retirement plan, and paid leave (paid time off, sick and holiday).

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

**APPLICATION INSTRUCTIONS:** Submit the following materials via email to [utahsenate@le.utah.gov](mailto:utahsenate@le.utah.gov) with the subject line: “[Position Title] – [Your Name]”

**Required Documents**

- Cover Letter
- Resume
- Two References
- Two or more Portfolio Samples

**Example of Portfolio Samples**

- Video sample demonstrating filming and editing skills
- Writing samples (op-eds, articles, blog posts)
- Photography samples
- Graphic design work
- Links to social media accounts you have managed or examples of posts

*Application materials should reflect your own original work.*

**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, please email [utahsenate@le.utah.gov](mailto:utahsenate@le.utah.gov).