



UTAH STATE SENATE

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Senate Majority Caucus Writing Fellowship

JOB DESCRIPTION

The Utah Senate Communications Office is seeking a strong writer and creative thinker to join our team as a Writing Intern during the 2026 General Session. This is an exciting opportunity to build a portfolio in political and public policy writing while gaining hands-on experience in a fast-paced government communications environment.

The writing intern will work alongside the Senate communications team to help create clear, engaging written content that informs the public about the legislative process and highlights the work of the Utah Senate. Projects may include writing press releases, social media copy, blog posts, newsletter content, and website updates.

Interns are nonpartisan session staff and do not perform any campaign work. The Utah Senate Communications Office is committed to maintaining a professional tone in all aspects of its work.

RESPONSIBILITIES

- Work full-time during the 2026 General Session under the direction of the deputy chief of staff, write and edit press releases, newsletters, blog posts, graphics,
- Assist in real-time coverage of floor debates, press conferences, committee meetings, and other key moments.
- Collaborate with the communications team on storytelling strategies and messaging.
- Conduct research to support content development.
- Uphold a strong commitment to nonpartisanship, ensuring that all work positively represents the Utah Senate and its members. The Utah Senate Communications Office is dedicated to maintaining a personal neutral stance in all aspects of its work.

MINIMUM QUALIFICATIONS

- Strong writing and editing skills, with an emphasis on clarity, grammar and AP style.
- Experience with storytelling across digital platforms and adapting tone for different audiences.

- Strong attention to detail and a proactive, self-starting work ethic.
- Interest in politics, public policy or PR.
- Comfortable working independently and in a collaborative team setting.
- Ability to work in a fast-paced environment with a quick turnaround time and tight deadlines.
- Consistent demonstration of responsibility and initiative.
- Motivated, creative, detail-oriented, adaptable and dependable.
- Team player who also excels as an individual contributor.

PREFERRED QUALIFICATIONS

- Experience in capturing political or governmental events.
- Familiarity with social media platforms and digital tools (e.g., WordPress, Mailchimp, Canva) is a plus.

PAY: \$4,100 or

START DATE: The start and end dates are flexible,
This position is part-time and transitions to full-time in January. *The role typically requires approximately 40 hours per week, with occasional extended hours as needed.*

APPLY: Email the following documents to utahsenate@le.utah.gov with the subject line “Writing Fellowship – Name”

Required Documents

- Cover letter
- Resume
- One to three references
- Two original writing samples (e.g., articles, press releases, blog posts)

OPENING DATE: October 14, 2025

CLOSING DATE: Until filled (Applications are encouraged to be submitted by November 16, 2025)

PHYSICAL ADDRESS

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