



UTAH STATE SENATE

UTAH STATE CAPITOL · SALT LAKE CITY

SENATE.UTAH.GOV

STATE OF UTAH
invites applications for the position of:

SENATE MINORITY POLICY INTERN

JOB DESCRIPTION:

The Utah Senate invites applications for the position of Senate Minority Policy Intern for the 2026 General Session. This intern will support the Senate Democratic Caucus by monitoring legislation, tracking bill progress, and assisting with members' policy priorities. A significant portion of the role involves updating and maintaining tracking spreadsheets. This position is ideal for students or recent graduates interested in state government, public policy, and public service.

RESPONSIBILITIES:

- This intern will work closely with the Minority Caucus Administrator by assisting with research and preparation on substantive policy issues.
- Strong ability to organize, code, and manage data using Google Sheets.
- Highly organized, accurate, and detail-oriented in research and reporting.
- Strong research, writing, and analytical skills.
- Ability to synthesize complex information clearly and concisely.
- Receptive to feedback and able to respond effectively to suggestions.
- Maintains confidentiality and professionalism when working with multiple senators and staff.
- Excellent command of grammar, spelling, and punctuation.
- Demonstrated interest in public policy, government, or legislative affairs.

IDEAL QUALIFICATIONS:

- Familiarity with bill tracking, the Utah Legislature's policy process, and the Utah Legislature's online tracking tools.
- Previous experience in policy, communications, or government settings.
- Currently enrolled in or recently completed a bachelor's degree program.

PHYSICAL ADDRESS:

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

OPENING DATE: Oct. 14, 2025

CLOSING DATE: Nov. 19, or until filled

PAY: \$4,100 stipend

START/END DATE: January 5-March 13, 2026 (the start and end dates are flexible). *This position typically requires 40–50 hours per week. Standard hours are 8:00 a.m. to 5:00 p.m., with extended hours expected toward the end of the legislative session. Business professional attire is required.*

APPLICATION INSTRUCTIONS: Submit the following to jdurham@le.utah.gov with the subject line: Policy Intern – [Name]:

- Cover letter
- Resume
- Writing sample that does not exceed two pages

ANY APPLICATION THAT USES CHATGPT OR AI WILL NOT BE CONSIDERED.

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.