



## UTAH STATE SENATE

UTAH STATE CAPITOL · SALT LAKE CITY

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STATE OF UTAH  
invites applications for the position of:

### SENATE WRITING FELLOW

#### **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 Communications Office is seeking a skilled writer and creative thinker to join our team as a Writing Fellow. This role offers a unique opportunity to build a professional portfolio in political and public policy writing while gaining hands-on experience at the center of Utah's legislative process.

As a Writing Fellow, you will work closely with the Senate communications team to craft clear, engaging content that informs the public, shapes understanding of key policy issues and highlights the work of the Utah Senate. From translating complex legislation into compelling, easy-to-understand language to highlighting policy, this role provides meaningful, real-world experience in government communications.

This fellowship is designed for individuals with a strong interest in public service, political communication and strategic storytelling. Fellows will gain firsthand insight into how messaging and policy intersect, while building a portfolio that reflects substantive contributions to communications.

#### **RESPONSIBILITIES**

- Research, draft and edit a range of written materials, including press releases, op-eds, blog posts, digital content, etc.
- Translate complex legislative and policy issues into clear, compelling narratives for public audiences

- Collaborate with the communications team to develop strategic messaging and cohesive storytelling across platforms
- Conduct thorough research to support content development, ensuring accuracy, relevance and timeliness
- Contribute to shaping the public voice of the office through thoughtful, engaging and nonpartisan communication

**MINIMUM QUALIFICATIONS**

- Exceptional writing and editing skills, with a strong command of clarity, grammar, tone and voice
- Demonstrated ability to craft compelling narratives across digital platforms and adapt messaging for diverse audiences
- Strong attention to detail and a proactive, self-directed work ethic
- Genuine interest in politics, public policy and strategic communications
- Ability to work both independently and collaboratively in a fast-paced, deadline-driven environment
- Proven ability to manage multiple priorities with efficiency and precision
- Consistent demonstration of initiative, accountability and professionalism
- Creative, adaptable and intellectually curious, with a commitment to high-quality work
- A collaborative team player who also thrives as an independent contributor

**PREFERRED QUALIFICATIONS:**

- Ability to synthesize complex policy issues into concise, audience-friendly messaging
- Experience with rapid-response writing or covering live events in real time
- Understanding of media relations and how messaging translates across press, digital and public audiences
- Strong news judgment and ability to identify timely, relevant story angles
- Experience in analyzing audience engagement metrics and adjusting content strategy accordingly
- Familiarity with AP Style and professional communications standards

**SALARY:** \$20-\$22 an hour, full-time.

**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-three Writing Samples (op-eds, talking points, articles, blog posts, etc.)