



UTAH STATE SENATE

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Senate Minority Communications Intern

JOB DESCRIPTION

The Utah Senate Minority caucus is looking for a communications intern willing to contribute and provide support with various tasks during the 2025 General Session. This is a tremendous opportunity for anyone seeking to learn more about the legislative process and gain hands-on communications experience.

Communications interns will have the chance to help implement communication strategies and create written and video content for social media, the website and newsletters. Applicants should have a strong interest in political communications, policy and digital media, be willing to work in a fast-paced environment and interested in the legislative process.

Communications interns are nonpartisan session staff and do not perform any campaign work.

RESPONSIBILITIES

- Work full-time during the 2025 General Legislative Session to coordinate and maximize print and social media exposure. The position may require some after-hours work.
- Assist in writing and creating social media posts.
- Assist in preparing, writing and editing weekly newsletters, blog posts and press releases.
- Assist in researching, writing and editing op-ed pieces, talking points, presentations and graphics for various topics.
- Take and tag pictures of senators, committee meetings and Capitol events.
- Monitor and track local news.
- Film and edit videos.

MINIMUM QUALIFICATIONS

- Excellent writing skills.
- Solid understanding of the different social media platforms.
- Consistent demonstration of responsibility and initiative.
- Ability to complete tasks under deadlines while managing multiple projects.

- Motivated, creative, detail-oriented, adaptable and dependable.
- Team player who also excels as an individual contributor.
- Bachelor's degree, currently pursuing a degree from a university/college or relevant work experience. Communications or related field programs are preferred but not required.

PREFERRED QUALIFICATIONS

- Graphic design knowledge/skill
- Experience creating social media.
- Photography experience

PAY: \$4,000 stipend

START DATE: January 6, 2025, and ends March 14, 2025 (the start and end dates are flexible).
Hours for this position will typically be about 40 hours per week during the general session. Extended work hours may occasionally be required.

APPLY: Email the following documents to mmcgrath@le.utah.gov with the subject line "Minority Communications Intern"

Required Documents

- Cover letter
- Resume
- Two writing samples (op-eds, feature articles, blog posts or press releases preferred)

Preferred Samples (*in addition to the required documents listed above*)

- A video sample showcasing filming and editing capabilities
- Photos highlighting photography skills
- A graphic design sample (Adobe, Canva or similar platform with original graphics)
- The link to any social media platforms you've managed or screenshots of posts you've created
- Two to three references

OPENING DATE: October 28, 2024

CLOSING DATE: Until filled (Applications are encouraged to be submitted by November 26)

PHYSICAL ADDRESS

Utah State Capitol
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Salt Lake City, UT 84114