



Utah House of Representatives

Majority Caucus Communications Intern Job Posting | 2024

STATE OF UTAH
invites applications for the position of:
House Majority Communications Intern

Employer: Utah State Legislature –
House of Representatives, Majority Staff

Job Location: Utah State Capitol with
options for remote work

Job Type: Part-time with options for
full-time work

Start Date: June 3, 2024

Compensation: \$20.00 per hour with
no benefits

End Date: December 20, 2024

Job Description:

The House Majority Communications Intern will gain valuable experience in the legislative process and communications field by working closely with legislative staff on a variety of projects. Duties may include graphic design, social media management, writing, content creation, and special projects. The ideal candidate will be a highly motivated and organized student with a strong interest in public relations, marketing, government, public policy, and communications.

The Utah House of Representatives Majority Staff is a partisan office serving the needs of the Majority Caucus Members.

Example of Duties:

- Create content using Canva, Photoshop, or other graphic design programs including flyers, social media graphics, digital media materials, infographics, one pagers, booklets, and other materials for the Utah House Majority
- Draft written content for social media, newsletters, and press releases
- Conceptualize visuals that align with communications goals and strategies
- Work closely with staff to coordinate communications projects
- Use a camera to take pictures and videos
- Utilize photo and video editing software to produce digital media
- Attend legislative hearings and meetings
- Assist with planning and executing events
- Write legislative summaries and reports
- Provide additional administrative support to staff as needed

Ideal Candidate:

- Has successfully completed at least two full years in an undergraduate degree program, with a strong interest in communications, public relations, marketing, graphic design, or a related field
- Has strong organizational, creative, design, writing, communications, and interpersonal skills

Minimum qualifications:

- Must be enrolled in or have completed an undergraduate degree program
- Graphic design experience using Canva, Photoshop, or other design platform
- Ability to effectively communicate information and ideas in written, graphic, and verbal form
- Understanding of social media platforms

Application Instructions: Submit a cover letter, resume, writing sample, graphic design sample, and two references by email no later than 5:00 p.m. on Friday, April 19 to housecomms@le.utah.gov with the subject line “Communications Intern, [your name].” Incomplete applications will not be considered.

SUPPLEMENTAL INFORMATION:

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.

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 us at housecomms@le.utah.gov.