



Utah House of Representatives

Majority Caucus Communications Intern Job Posting | 2025

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: 20 hours/week

Start Date: September 15, 2025
(flexible)

Compensation: \$20.00 per hour with
no benefits

End Date: March 13, 2026

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, video and podcast editing, 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 digital 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, Adobe Illustrator, 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 DSLR and mobile phone camera to take pictures and videos
- Edit photos and videos in Adobe Premiere Pro, Premiere Rush, and Lightroom.
- Plan, schedule, and monitor content across Utah House Majority social media platforms.
- Assist in designing and updating House websites using Wordpress and compatible extensions
- Track online engagement and help refine content for maximum impact.

- 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
- Video editing experience using Premiere Pro, Capcut, etc.
- 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, digital media sample (video, audio, and/or graphic), and two references by email no later than 5:00 p.m. on Friday, August 29, 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.