



House of Representatives *State of Utah*

UTAH STATE CAPITOL
350 N STATE STREET, SUITE 350
SALT LAKE CITY, UTAH 84114 • (801) 538-1029

STATE OF UTAH
invites applications for the position of:
Community Outreach Specialist

PHYSICAL ADDRESS: Utah Legislature
House of Representatives — Majority Staff
350 North State Street, Suite 350
Salt Lake City, UT 84114

OPENING DATE: May 26, 2022

CLOSING DATE: June 10, 2022

JOB DESCRIPTION:

The Utah House of Representatives Majority Staff is a partisan office serving the needs of the Majority Caucus Members. The Community Outreach Specialist supports legislators in their duties and goals as they serve the people of the state and is responsible for a wide range of constituent services, event planning, administrative, communication, and related tasks. This position requires excellent communication skills, an ability to anticipate needs, an eye for detail, and critical thinking. The majority staff for the House of Representatives maintains an exciting culture of high performance, innovation, problem-solving, and flexibility. Be ready to join an exceptionally talented and driven team!

EXAMPLE OF DUTIES:

- Take lead on planning, coordinating, and executing conferences, trainings, meetings, and other events
- Assist with constituent casework
- Provide administrative assistance including writing and editing emails, drafting letters and memos, and preparing communications on legislators' behalf
- Track policy issues and bills for various policy areas and legislators and update team on potential problems or roadblocks
- Communicate effectively with all assigned legislators regarding policy and other issues and assist with tasks and projects as assigned
- Maintain records and notes related to bills, meetings, constituent cases, and contacts with outside organizations

REQUIRED SKILLS/ABILITIES:

- Excellent organization skills and attention to detail
- Outstanding time management skills and a proven ability to meet deadlines
- Ability to thrive in a fast-paced, ever-changing environment
- Great interpersonal skills with a team mindset, proactive and a self-starter
- Thorough understanding of legislative process
- Proficient with Microsoft, Outlook, and Excel
- Excellent verbal and written communication skills

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Legislative internship/other legislative experience preferred
- Experience in event planning preferred

SALARY: Based on experience, benefits provided.

APPLICATION INSTRUCTIONS: Submit the following by email to utahreps@gmail.com. Incomplete applications will not be considered.

- Cover letter
- Resume
- Sample of work (writing sample)
- Two references
- Specify which job you are applying for in the subject line

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 are 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 Rebecca Smyrniotopoulos at rsmyrn@le.utah.gov.