



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:
Communications 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. We are looking for a creative and innovative individual responsible for a wide range of communication, administrative, and legislative services tasks. This position requires excellent communication skills, an ability to anticipate needs, 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:

- Draft posts for several social media accounts on various platforms
- Assist in creating content for newsletters, press releases, talking points, speeches, op-eds, and other written materials
- Create content using Canva, Photoshop, or other graphic design programs
- Work closely with staff to coordinate communications projects
- Take photographs and videos of legislative activity to support communications efforts
- Produce digital media using photo and video editing software
- Provide administrative assistance to legislators including writing and editing emails, drafting letters and memos, and preparing communications on legislators' behalf
- Communicate effectively with all assigned legislators regarding policy and other issues and assist with tasks and projects as assigned
- Provide additional support to House staff and legislators as needed

Minimum qualifications:

- Bachelor's degree in communications (preferred), graphic design, marketing, public administration, public policy, political science, or similar field.
- Excellent writing and communication skills
- Experiencing managing social media accounts and understanding of different social media platforms
- Knowledge of video, photo, and audio editing software 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, graphic design example, video, etc.)
- 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 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.