

Department Legislative Internship

Opening date: January 17, 2023 (first day of legislative session)

Closing date: March 3, 2023 (last day of legislative session)

Location: DNR headquarters, Salt Lake City

Pay: \$2,775 (\$1,387.50 at beginning, \$1,387.50 at end)

Positions available: 1-2 positions

Primary Duties (75 percent)

- Assist DNR administration with coordinating the department's legislative priorities and efforts
- Research, track and monitor legislation directly impacting the department
- Facilitate cooperation with division and office legislative liaisons within the department
- Communicate relevant updates and coordination meetings between department and division leadership, and internal legislative liaisons
- Prepare presentation materials, including fact sheets, backgrounders, position statements and messaging for committee meetings
- Attend appropriations and standing committee meetings when possible

Secondary Duties (25 percent)

- Content development for both internal and external audiences, like newsletters, media releases, briefings, and editorials
- Creating digital content for the department website, blog and social media platforms
- Assisting administrative staff with phone calls, constituent service request and general inquiries and other duties as assigned

Job Requirements and Skills

Applicants should have a background in political science or communications with an understanding of research and writing for diverse audiences, including journalistic writing.

Applicant should be organized, able to prioritize, be personable and able to work well with others.

Applications

Interested applicants should email their resume to Nathan Schwebach at nathanschwebach@utah.gov

DNR complies with the ADA. Hearing impaired employees who wish further information regarding this announcement may call the DNR TTY number at 801-538-7458. Disabled employees who desire reasonable accommodation in the interview process should contact the DNR Human Resource Office at 801-538-7210.