



Governor's Office of Economic Opportunity

Part-Time Communications Team Intern Job Description

February 14, 2022

Salary: \$12 an hour

The Utah Governor's Office of Economic Opportunity (Go Utah) vision is to create the world's best economy and quality of life. The office accomplishes its vision by cultivating economic prosperity in Utah.

The communications team intern is a part-time member of the office communications team and contributes to communication initiatives and deliverables. The intern may work up to 29 hours per week and should be available for at least an hour every office workday. This position will accommodate a remote or rural Utah employee.

The intern will be primarily responsible for project management and team administration. The intern will also work with the team's creative leader to schedule and produce the weekly Business Elevated podcast.

The intern follows directions from the communications director, media relations manager, and executive management. The intern assists with communications team work, providing administrative and project management support, and coordination with other Go Utah teams and vendors. The intern participates in all aspects of communications team deliverables, including but not limited to collateral materials, website maintenance, social media engagement, email campaigns, and event management.

The intern will support and adhere to the communications team's vision and characteristics charter and execute assignments with great attention to detail in a way that aligns with the office's overall brand guidelines. Because collaboration is at the heart of this role, being a team player is required.

Knowledge, Skills, and Abilities

- Project management training or certification
- Podcast production
- Communicate information and ideas clearly and concisely
- A keen eye for detail and a friendly disposition
- Workflow management, from project request to completion
- A strong understanding of and commitment to effective processes and procedures

Education and Qualifications

- A student of project management, communications, public relations, advertising, journalism, or another related field
- Proficient using Basecamp software
- Familiar with some or all of these applications: Google Apps, Microsoft Office, Adobe Creative Cloud, WordPress, MailChimp
- Excellent communication skills, written and verbal
- Ability to multitask and thrive in a deadline-driven environment
- Must be able to take constructive feedback well, work collaboratively, and support a team of full-time communications professionals

Interested candidates should email a resume to Go Utah's Communications Director Pete Codella at pcodella@utah.gov.