



UTAH FOUNDATION

RESEARCH • ANALYZE • INFORM

10 West Broadway, Suite 307
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utahfoundation.org

December 1, 2014

Communications Specialist Position Announcement

POSITION: Communications Specialist – Utah Foundation

APPLICATION DEADLINE: December 9, 2014

JOB DESCRIPTION:

Utah Foundation is seeking a Communications Specialist to develop and improve our interactions with the news media, elected officials, the public, our board members, and our donors. This is a new position, and the individual selected will enjoy broad leeway to develop new efforts to enhance Utah Foundation's reputation and effectiveness. We expect this specialist to deepen public awareness of our public policy research, ensure that legislators and other elected officials are informed, foster strong relationships with key members of the news media, and increase the engagement of our donors. This is a full-time, salaried position.

We are seeking confident, well-grounded candidates capable of inspiring trust in our balanced, non-partisan research within an external environment that is often politically charged. Candidates must enjoy working in and around politics and with elected and appointed officials as well as with business and community leaders. Candidates should demonstrate an interest in and understanding of topics such as education, healthcare, economics, and/or tax policy. Although Utah Foundation is not an advocacy organization, this position offers an excellent opportunity to be involved in the public policy making process.

JOB QUALIFICATIONS:

- Clear and articulate writing style
- Confident speaking style
- Social media expertise
- Strong people skills, with enthusiasm for public speaking, interviewing, and other outreach activities
- Creativity in developing and implementing new communications strategies
- A passion for improving public decision making with useful information

- Ability to discuss complicated subjects in an objective, even-handed manner
- Ability to direct one's own daily activities with a high degree of productivity toward meeting regular deadlines
- Strong proficiency in Microsoft Word and Excel required
- Bachelor's degree in communications, public relations, journalism, English or related field
- Employment-related communications experience is preferred

SALARY AND BENEFITS:

Salary is dependent on experience, in the range of \$35,000 to \$40,000 per year. Benefits for full-time employees include:

- Health and dental insurance plan – Utah Foundation pays 90%
- Retirement plan – Utah Foundation contributes 11% of salary annually
- Two weeks of vacation and two weeks of sick leave annually
- Premium transit pass
- Availability of a tax-exempt medical/dental/child-care flexible spending account

TO APPLY:

Submit a resume, three professional/educational references, and several brief writing samples to Shawn Teigen at shawn@utahfoundation.org. Applicants selected for interviews will be contacted by Utah Foundation by December 10. For any questions, please call Shawn at 801-355-1400, extension 3.

ABOUT UTAH FOUNDATION:

Utah Foundation is a non-profit, non-partisan public policy research organization. The mission of Utah Foundation is to promote a thriving economy, a well-prepared workforce, and a high quality of life for Utahns by performing thorough, well-supported research that helps policymakers, business and community leaders, and citizens better understand complex issues and providing practical, well-reasoned recommendations for policy change. (Also see www.utahfoundation.org.)