



Work with the Central Wasatch Commission

Communication and Outreach Internship

10 hours/week

\$20/hour, with an option for school credit

About the Central Wasatch Commission

The Central Wasatch Commission is an inter-governmental entity with jurisdictions in the Town of Alta, the Town of Brighton, Cottonwood Heights, City of Holladay, Millcreek City, Park City, Salt Lake City, Sandy City, and Summit County, with Utah Transit Authority and Metropolitan District of Salt Lake and Sandy as ex-officio members, and Save Our Canyons and Solitude Mountain Resort as Special Advisors. The CWC seeks to engage the public, build consensus, and coordinate the actions in the Central Wasatch Mountains all in an effort to pass the Central Wasatch National Conservation and Recreation Area Act. Learn more at cwc.utah.gov.

Description of the Role

We are looking for a highly motivated and organized intern who will contribute to our communication and outreach efforts. The Central Wasatch Commission is offering a nine-month long internship, with the possibility of extension, that has a starting date of August 17th. Working under the supervision of the Director of Public Affairs, the intern will help communicate complex issues to diverse audiences and foster public awareness and participation through digital media, events, and stakeholder engagement.

Responsibilities

- Assist with the creation and scheduling of content for social media platforms, newsletters, websites, and other digital communications.
- Draft and edit written materials, including blog posts, fact sheets, and outreach materials.
- Support public outreach efforts by attending and tabling at related community events.
- Attend meetings and events as needed and assist with photography, videography, and content development.
- Help maintain and update website content and communication databases.
- Assist with the production of videos, graphics, and multimedia content that communicate CWC initiatives and projects.
- Monitor social media engagement and provide recommendations for improving outreach effectiveness.
- Support the development and distribution of educational materials and public information campaigns.
- Perform other duties and special projects as assigned by the Director of Public Affairs.



Qualifications for the Role

- Current undergraduate or graduate student, or recent graduate, in communications, public relations, journalism, marketing, environmental studies, public administration, geography, political science, or a related field.
- Strong written and verbal communication skills, with attention to detail and accuracy.
- Ability to communicate complex topics in a clear, engaging, and accessible manner.
- Familiarity with social media platforms and content creation tools.
- Experience with photography, videography, graphic design, or multimedia production is desirable.
- Proficiency with Microsoft Office and Google Workspace; familiarity with WordPress, Canva, Adobe Creative Suite, or similar platforms is a plus.
- Interest in public service, local government, environmental stewardship, transportation planning, outdoor recreation, or community engagement.
- Ability to work independently and meet deadlines with minimal supervision.
- Comfortable interacting with diverse stakeholders and representing the agency professionally.
- Knowledge of the Central Wasatch region and its recreation, environmental, and transportation issues is preferred but not required.

Working Conditions

- Light physical effort. Mostly comfortable working positions, handling light weights, intermittent sitting, standing, and walking.
- Occasional outdoor event work required.
- Frequent exposure to stress as a result of human behavior and the requirements of the job.

Offered Compensation

- \$20/hour;
- Potential for school credit;
- A hybrid work week, with days in-office, and days working from home, with in-person meetings as necessary; and,
- Use of a CWC laptop computer.

Reports To

The CWC Director of Public Affairs.

How to Apply

To apply, please send your cover letter, resume, and a list of two references (name, position, relationship, phone number, and email address – we will not contact your references without notifying



you first.) in a single PDF to Will McKay at will@cwcc.utah.gov with the subject line “ (Your name) Communications and Outreach Intern Application.” Please include your name in all documents.

The Interview Process

1. The CWC selection committee will review your application materials.
2. If you meet the required qualifications for the role, you will be invited to participate in a formal 30-minute interview with the selection committee during which you’ll be asked a series of pertinent questions.
3. The selection committee will deliberate.
4. You may be asked to interview for a second time.
5. The selection committee will make a final decision and contact you.

Details

- Applications reviewed on a rolling basis.
- Anticipated start-date: August 17th, 2026

Employment Type

- Internship.