



## Big Brothers Big Sisters of Utah

**Employer: Big Brothers Big Sisters of Utah (nonprofit, unpaid)**

**Title: Program Coordination Intern**

Big Brothers Big Sisters of Utah (BBBSU) is a non-profit organization which provides Utah children facing adversity with strong and enduring professionally-supported one-to-one relationships that change their lives for the better. BBBSU seeks to engage, connect, and support the children who benefit most from a stable relationship with a volunteer adult mentor. As a multi-faceted organization, BBBSU offers interns the opportunity to holistically experience nonprofit management and organization, often including outreach, communications, data tracking, and research.

The Intern will work with BBBSU staff to assist in the coordination of volunteers and volunteer recruitment. Because BBBSU hopes to increase their capacity to serve Utah's at-risk children, the Program Coordination Intern will be responsible for the development and execution of a recruitment program that will draw in record numbers of volunteers for BBBSU. The Intern could utilize various marketing strategies to succeed in this task, including but not limited to: campaigning, publication development, social media posts, community outreach, and organizational research regarding best practices. The Intern has the opportunity to interact with the national processes of the BBBS organization, as well as the state- and individual-level of organizational support and processes. The Intern will interact directly with potential, current, and past volunteers; the Intern will further engage with staff and stakeholders to develop successful programming techniques. This internship offers an unparalleled leadership- and program-development opportunity for students interested in hands-on, real-world nonprofit experience.

Hours, begin and end date, and holiday schedule will be agreed upon with direct supervisor. The Intern is encouraged to seek internship course credit through the University of Utah. For more information, contact the Internship Coordinator (Dominique Blanc, [dominique.blanc@csbs.utah.edu](mailto:dominique.blanc@csbs.utah.edu)).

### **Projects/Learning Outcomes:**

- The Intern will work with BBBSU staff including the Volunteer Coordinator to implement industry standards and research-informed practices for expansion of the volunteer base.
- The Intern will interact with potential, current, and past volunteers, as well as potential stakeholders, in an effort to collect information and campaign to expand volunteer pool.
- The Intern will develop marketing strategies to entice likely volunteers to apply to BBBSU; ideally, the Intern will help to increase volunteer yield rates from 12 to 17% while helping to recruit approximately 400 new volunteers.
- The Intern may be asked to coordinate with fellow interns to develop marketing, research, and/or special projects.
- The Intern will cross-collaborate within BBBSU to ensure open communication and to explore the multi-faceted elements which constitute a non-profit, service-oriented organization.

### **Qualifications and Requirements:**

- University of Utah student
- Independent and creative self-starter
- Strong Communication (oral, writing, and presentation) skills
- Professional presence and demeanor

**To apply, please send your cover letter and resume to the Internship Coordinator:**

Dominique Blanc  
University of Utah  
Honors College  
College of Social and Behavioral Sciences  
[Dominique.blanc@csbs.utah.edu](mailto:Dominique.blanc@csbs.utah.edu)  
330.571.3728