



Employer: Community Action Partnership of Utah

Title: Program Development Intern

Community Action Partnership of Utah (CAP Utah) is the statewide association for Utah's nine Community Action Agencies. The Community Action network envisions an end to poverty in Utah. Our member agencies work toward this vision every day by providing services to low-income families and individuals across the state. CAP Utah leads, strengthens, and supports the Community Action network in order to build thriving communities and end poverty. We envision a state where residents are self-sufficient and communities are thriving. Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

The Intern will synthesize information gleaned from CAP Utah programs in order to report on existing grants or to report on information requested by CAP Utah staff for the development of potential grant applications. The Intern will research and present potential grant opportunities for which CAP Utah is eligible; there is also potential for the Intern to draft grant applications and manage the grant application process alongside CAP Utah staff members. The Intern has the opportunity to work alongside executive leadership to experience the complex processes and systems required to run a successful nonprofit organization. Executive leadership may also request special projects to be completed or managed by the Intern, depending on organizational need.

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).

Projects/Learning Outcomes:

- The Intern will become familiar with CAP Utah tracking systems.
- The Intern will work alongside assigned CAP Utah staff members, utilizing their skills in reporting and potential grant-writing.
- The Intern will research potential grant opportunities and manage the application process for those grants which would fit best with CAP Utah goals and needs.
- The Intern will work directly with CAP Utah leadership to provide executive assistance with special projects, depending on organizational needs.

Qualifications and Requirements:

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

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
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330.571.3728