



**Employer: Community Nursing Services**

**Title: Program Development Intern**

Community Nursing Services (CNS) provides compassionate care when you or a loved one becomes seriously ill, suffers an injury or is nearing the end of life. Their nurses and staff are committed to helping their patients as well as their family members and caregivers throughout the healing process. CNS was established in 1928 and remains Utah's oldest nonprofit home health provider. With 10 offices from Logan to St. George, and several coalition partners, CNS is able to reach 93% of Utahns. They create moments and experiences that heal individuals and families by providing compassionate care and by putting health, dignity, comfort, and well-being first.

The Program Development Intern will synthesize information gleaned from CNS programs, databases, and tracking systems in order to report on existing grants or to report on information requested by CNS staff for the development of potential grant applications. The Intern will research and present potential grant and/or funding opportunities for which CNS is eligible; there is also potential for the Intern to draft grant applications and manage the grant application process alongside CNS 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](mailto:dominique.blanc@csbs.utah.edu)).

**Projects/Learning Outcomes:**

- The Intern will become familiar with and proficient in CNS databases and tracking systems. The Intern will utilize their skills to track and analyze data, ideally for grant- and funding-specific uses.
- The Intern will work alongside assigned CNS staff members to utilize data for the purpose of program reporting and potential grant-writing.
- The Intern will research potential grant and funding opportunities and manage the application process for those grants which would fit best with CNS goals and needs.
- The Intern will work directly with CNS leadership to provide executive assistance with special projects, depending on organizational needs.
- The Intern will cross-collaborate with other CNS programs 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  
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