



Utah Community Action™

Employer: Utah Community Action (nonprofit, unpaid)

Title: Nonprofit Development Internship Description

Utah Community Action (UCA) is a non-profit, multi-faceted agency that helps low-income individuals and families overcome barriers to self-sufficiency. UCA helps to remove those barriers through six core programs, all of which utilize a holistic approach to best serve Utahns most in-need. Much of UCA's success depends upon the maintenance and expansion of grant awards. The Nonprofit Development Intern will work alongside UCA staff to assist in the maintenance and reporting of existing grants held by UCA; the Intern will also assist in the research and development of grant applications for which UCA is eligible and work with UCA executives on special projects relating to organizational development.

The Intern will synthesize information gleaned from UCA programs, databases, and tracking systems in order to report on existing grants or to report on information requested by UCA staff for the development of potential grant applications. The Intern may also have the opportunity to direct fellow interns toward pertinent information-gathering projects and manage their work. The Intern will research and present potential grant opportunities for which UCA is eligible; there is also potential for the Intern to draft grant applications alongside UCA 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. Executive leadership may also request special projects to be completed or managed by the Nonprofit Development 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 and proficient in UCA databases and tracking systems. The Intern will utilize their skills to track and analyze data, ideally for grant-specific uses.
- The Intern will work alongside assigned UCA staff members to utilize data for the purpose of program reporting and potential grant-writing.
- The Intern may be asked to manage fellow interns and special projects.
- The Intern will work directly with UCA leadership to provide executive assistance with special projects, depending on organizational needs.
- The Intern will cross-collaborate with other UCA 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
Dominique.blanc@csbs.utah.edu
330.571.3728