



Employer: Community Action Partnership of Utah

Title: Events, Marketing, and Communications 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 Events, Marketing, and Communications Intern will assist the CAP Utah staff with communications and event-planning for specific forums, events, and initiatives. The Intern will work with CAP Utah staff to regularly update websites, maintain a social media presence, and draft and distribute news releases, media alerts, blog posts, and other stories; the Intern may also suggest improvements and be responsible for the implementation of those improvements. The Intern could assist with development of new fundraising approaches, new marketing and communication strategies, preparation of proposals and project plans, and meeting logistics. The Intern has the opportunity to become immersed in the entirety of a successful, well-respected nonprofit organization and contribute to its impactful mission.

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 collaborate with the CAP Utah staff to support existing marketing and communications, especially in relation to online presence, potential fundraising, and event opportunities.
- The Intern will assist with and/or manage event-planning for specific forums, events, and initiatives which promote fundraising and organization awareness.
- The Intern will take part in staff collaboration to develop new marketing, event, and communication strategies.
- The Intern may request to be considered for special research projects, if schedule allows.
- The Intern will cross-collaborate with CAP Utah leadership and staff 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
- 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
Dominique.blanc@csbs.utah.edu
330.571.3728