



**Employer: Utah Refugee Education and Training Center (Government Agency, Unpaid, Spring/Summer/Fall)**

**Title: Refugee Community Programming Intern (multiple positions available)**

The Utah Refugee Education and Training Center (URETC) is a partnership between Utah Department of Workforce Services, Utah State University, and Salt Lake Community College. URETC serves two primary purposes: (1) to foster opportunities for refugees to access family-sustaining employment and (2) to support refugee communities' efforts to find appropriate solutions towards integration. The URETC team champions full programming schedules year-round to establish classes and community-led events in the following areas: ESL, Employment, Education, Youth, and Community.

In order to achieve its goal of supporting refugee communities' effort to find appropriate solutions towards integration, the URETC works with refugee communities, which are given a legislative allotment, to administer refugee community-created projects throughout the fiscal year. The Intern will become progressively responsible for the coordination and programming of 2-3 community groups supported by the URETC team; each community group submits proposals for community projects, and the programs chosen for funding will be developed, directed, and tracked by the Intern. URETC is particularly interested in developing best practices to develop tangible, reportable outcomes with each funded program. The Intern has the opportunity to utilize data collection, existing raw data, and research methods to best report program outcomes to the Refugee Program Coordinator and, subsequently, the Utah State Legislature. For those interested, there may also be a grant-writing component in which an Intern may assist in the expansion of funding for community groups.

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 collaborate with the Refugee Program Coordinator and other assigned supervisors to support 2-3 refugee community groups.
- The Intern will assist their assigned community groups in the implementation and outcome-based reporting of legislatively-funded community projects.
- The Intern will utilize existing raw data, data collection, and research methods to report the best practices and tangible program outcomes of each community project to the Refugee Program Coordinator.
- The Intern may inquire about the opportunity to join in grant-writing efforts to expand funding for existing programs.

**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  
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Honors College  
College of Social and Behavioral Sciences  
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