



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

**Title: Refugee 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, the Intern will work with their supervisor to pinpoint appropriate projects and goals which may include the following:

- Data collection and research, which may include aspects of grant acquisition and writing assistance.
- Coordination and programming, specifically with community groups.
- Marketing and communication, including social media.
- Recruitment and monitoring.
- Program development.
- Course assistance, development, and administration, including computer and sewing classes.

Hours, begin and end date, and holiday schedule will be agreed upon with direct supervisor. Weekend hours are available and oftentimes expected. 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)).

**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](mailto:Dominique.blanc@csbs.utah.edu)  
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