



# Utah Community Action™

**Employer: Utah Community Action (nonprofit, unpaid)**

**Title: Adult Education 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, one of which is the Adult Education program. The purpose of the Adult Education Program is to help adults with low- to moderate-income levels obtain the knowledge and skills they need for work, additional education, family self-sufficiency, and community involvement.

The Adult Education Intern will work alongside the Program Director to support multiple existing programs within Adult Education and potentially conduct research to develop additional or expanded programming. The Intern will be progressively responsible for the tracking and input of client data via the UCA client tracking database. The Intern will play an integral role in supporting this database, including working closely with UCA clients to gather vital information upon which the program depends. There is additional potential to develop opportunities with the Program Director which include data analysis for use in reports, cross-program collaboration, and grant development. Because of the expanse of the Adult Education Program, this internship offers a wide array of opportunity for the Intern to learn about, investigate, and become part of an organization dedicated to serving Utahns most in need through a holistic approach.

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 Adult Education Program Director and other assigned supervisors to support existing programming.
- The Intern may have the opportunity to research and assist in the development of additional or expanded programming, specifically within GED Education.
- The Intern will work directly with UCA clientele to provide exemplary service and assistance.
- The Intern will be responsible for data acquisition and input via the UCA client tracking database.
- The Intern will work alongside the Program Director to utilize data for the purpose of program reporting and potential grant-writing.
- The Intern will cross-collaborate with other UCA programs to ensure open communication and to explore the multi-faceted elements which constitute 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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