



Utah Community Action™

Employer: Utah Community Action (nonprofit, unpaid)

Title: Head Start 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 Head Start program. UCA Head Start assists children and their families with health, education, and self-sufficiency.

The Head Start Intern will work alongside the Program Director to support multiple existing programs within Head Start. The Intern will play a role in social services, data tracking through ERSEA, parent engagement, and health programming. Depending upon the needs of the Program Director, the intern may spend time in the Head Start classroom engaging with students and assisting instructors. Because the Head Start program is a federal program, the Intern will assist in the reporting process throughout the internship by gaining mastery of ERSEA, data collection, and data tracking. Upon mastery of the processes necessary to successfully navigate the client tracking databases, the Intern may work alongside the Program Director to glean information through data processing and research, specifically for the purpose of grant development and a broader report generation. The Intern also has the opportunity to engage with parents directly and support health programming via marketing development. UCA depends upon a holistic approach when servicing Utahns most in-need; the Head Start Intern will have the singular experience of interacting with whole families as a dependable, knowledgeable leader in a respected nonprofit organization.

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 Head Start Program Director and other assigned supervisors to support existing programming.
- The Intern will become familiar with and proficient in ERSEA. They will utilize their skills to input, track, and analyze data.
- The Intern will work alongside the Program Director to utilize data for the purpose of program reporting and potential grant-writing.
- The Intern will work directly with UCA clientele to provide exemplary service and assistance, 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
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330.571.3728