



Utah Community Action™

Employer: Utah Community Action (nonprofit, unpaid)

Title: Nutrition 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 Nutrition program. The UCA Nutrition program provide low-income individuals and families a variety of services to meet their needs, including meals for Head Start and Early Head Start students, a Summer Food Program for low-income youth, a culinary program for adults, and more.

The Nutrition Intern will work alongside the Program Director to support the multiple existing programs within the Nutrition program. The Intern will play a role in social services, data tracking, client engagement, and programming; depending on the needs of the Program Director, the Intern may be assigned special projects for which they will take on a managing role. The Intern will gain mastery of the UCA database and tracking system in order to efficiently log interactions with clients and provide high-quality case management assistance. The Intern will also utilize the UCA database to extract, review, research, and report pertinent information as requested by the Program Director. This information could potentially be used to develop grant requests; the Intern may have the opportunity to work with UCA staff in a grant-writing and reviewing role. UCA depends upon a holistic approach when servicing Utahns most in-need; the Nutrition 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 Nutrition Program Director and other assigned supervisors to support existing programming.
- The Intern will become familiar with and proficient in UCA databases and tracking systems. The Intern 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 constitutes 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