



# UTAH FOUNDATION

RESEARCH • ANALYZE • INFORM

**Employer: Utah Foundation (nonprofit, unpaid)**

**Title: Events and Marketing Internship Description**

Utah Foundation (UF) is a nonprofit organization dedicated to promoting a thriving economy, a well-prepared workforce, and a high quality of life for Utahns by performing thorough, well-supported research that helps policymakers, business and community leaders, and citizens better understand complex issues and providing practical, well-reasoned recommendations for policy change. Although primarily a research-oriented organization, Utah Foundation has an internship opportunity centered on marketing development, event promotion, and fundraising. Interns may also request to be considered for special research projects, if time allows and as applicable to their degree.

The Events and Marketing Intern will assist the UF staff with communications and event-planning for specific forums, events, and initiatives. The Intern will work with UF staff to regularly update websites, maintain a social media presence, and draft and distribute news releases, media alerts, blog posts, and other stories; the Intern may also suggest improvements and be responsible for the implementation of those improvements. The Intern may work to research and develop potential communications and events that would best serve the maintenance and/or expansion of existing UF initiatives. The Intern could assist with development of new fundraising approaches, new marketing and communication strategies, preparation of proposals and project plans, and meeting logistics. The Intern has the opportunity to become immersed in the entirety of a successful, well-respected nonprofit organization and contribute to its impactful mission.

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 UF staff to support existing marketing and communications, especially in relation to online presence, potential fundraising, and event opportunities.
- The Intern will assist with and/or manage event-planning for specific forums, events, and initiatives which promote fundraising and organization awareness.
- The Intern will take part in staff collaboration to develop new marketing, event, and communication strategies.
- The Intern may request to be considered for special research projects, if schedule allows.
- The Intern will cross-collaborate with UF leadership and staff 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  
[Dominique.blanc@csbs.utah.edu](mailto:Dominique.blanc@csbs.utah.edu)  
330.571.3728