

UTAH HEALTH POLICY PROJECT

1832 West Research Way #60 | Salt Lake City | UT 84119 | www.healthpolicyproject.org



UHPP

Sustainable Health Care
Solutions for Underserved
Utahns

Position: Development/Planning Intern (Unpaid)

Location: Salt Lake City, Utah

Utah Health Policy Project (UHPP) is a nonpartisan, 501-C-3 nonprofit organization advancing sustainable health care solutions for underserved Utahns through better access, education and public policy.

UHPP invites college-level or graduate students to apply for our Development/Planning Intern position. Candidates are selected on the basis of their interests, experiences and educational background. The position is unpaid but may be valid for credit as determined by your academic institution. Intern is expected to contribute at least 12 hours per week, but preferably 20.

Development/Annual Conference Planning Internship objectives:

- Gain invaluable grassroots fundraising experience in reputable local nonprofit;
- Become key player in developing and organizing UHPP's annual conference and fundraiser;
- Learn effective development strategies through active participation;
- Build professional network for career development;
- Improve written and oral communication skills with hands-on experience; and
- Develop expertise in data management and event planning.

Development/Annual Conference Planning Internship Duties:

- Report to Executive Director;
- Participate in and coordinate strategic planning for annual conference and fundraiser;
- Prepare annual conference and fundraiser invitation materials and manage invitation lists and invite process;
- Manage fundraiser donations; and
- Perform other development liaison duties and other general office duties as needed.

Please email resume and cover letter to matt@healthpolicyproject.org. Qualified applicants will be interviewed and hired on a rolling basis so you are at an advantage if you apply right away.