



Public Policy Internship Description of Duties

The mission of Utah Nonprofits Association is to unify, strengthen and elevate Utah's nonprofits. Utah Nonprofits Association (UNA) provides its members and partners the opportunity to engage in meaningful and dynamic relationships. UNA will:

- **Unify:** Be the connector of nonprofits and communities in the delivery of nonprofit programs and services
- **Strengthen:** Be the portal of nonprofit expertise, education, information and benefits
- **Elevate:** Be the voice and promote the essential value of the nonprofit community

The Utah Nonprofits Association (UNA) is the umbrella membership association of nonprofit organizations in Utah. Incorporated in 1990, UNA was created by, and for, people who strive for a stronger, more professional nonprofit community in Utah. Our current membership includes over 760 nonprofit organizations and community members.

UNA provides our interns with a friendly and fun working environment, where learning is supported by experienced staff. Past interns tell us they enjoyed their experience because they were learning and doing something new every day. UNA interns work as a member of a team with all UNA staff, interns and volunteers. The Public Policy Intern reports directly to the Director of Administration and participates in raising awareness of the nonprofit sector and crafting our economic report.

The person in this position will receive experience in nonprofit operations and gain extensive insight into the nonprofit sector in Utah, with the opportunity to make many valuable connections within the sector. Interns will expand their technical skills and experience with computer software and data base management.

Responsibilities:

Work to raise awareness of the nonprofit sector in the state and provide nonprofits with relevant legislative, data, and policy information:

- Work locally to identify issues that impact the nonprofit sector. Provide comments, responses and position statements as necessary and distribute to members, partners and community leaders. Assist nonprofits with technical assistance on those issues as needed.
- Help with preparations for meetings with legislators, congressional delegates and other policy makers.
- Connect with National Council of Nonprofits legislative work and prepare reports and announcements to share with UNA members, partners and community members. This includes participating in conference calls and drafting position statements.
- Prepare and update reports on the economic impact of Utah's nonprofit sector, including drafting the economic impact report and updating the data. This report will be provided to the Governor, membership, and nonprofit sector, **the intern will be credited as one of the authors of the published document.**
- Prepare and update a legislative fact sheet.
- Work as member of the UNA team: Remain current with UNA policies and procedures, attend UNA events, participate in UNA staff and tactical meetings, and provide exemplary customer service to UNA members, partners, guests and constituents. Participation in meetings will be outlined and will work within hour and schedule availability.
- Add legislative information and advocacy resources to the organization's website. This responsibility may also include drafting press releases, newsletter articles and other communications as they relate to public policy efforts.

- Attend Public Policy Board Committee meetings, take minutes and assist with meeting/event planning as needed.
- Work with UNA staff to plan UNA's Nonprofit Day on the Hill. Attend Nonprofit Day on the Hill. Exact schedule for the day will be determined at a later date. **Note:** As time and responsibilities permit throughout the semester.
- Work with UNA staff to plan the Southern Utah Community Impact Summit. Support in planning for this event will be local. **Note:** As time and responsibilities permit throughout the semester.
- Engage with other groups, committees etc. that arise in relation to public policy and advocacy.

Reports to: Director of Administration

Time Frame: 10 hours/week for Fall 2017 semester. Candidate must be able to fulfill work requirements during regular working hours M - F, 9:00-5:00.

Work Site: UNA office located at 231 South 400 East Suite 345, Salt Lake City, Utah

Standards of Professionalism:

- Willing to learn about the nonprofit sector
- Energetic and imaginative
- Able to remain calm under pressure
- Uphold appropriate professional dress and grooming standards while representing UNA
- Abide by UNA policies and procedures

Qualifications, skills gained and used:

- Data mining and analytic experience preferred
- Willingness to gain extensive knowledge of the nonprofit sector
- Willingness to understand the legislature and legislative operations and lobbying
- Research methods to understand nonprofit sector data and analyze trends
- Professional writing skills to compile annual report and nonprofit data reports
- Basic marketing and public relations strategies
- Basic webpage management
- Basic database information entry and retrieval
- Willingness to work as part of a team
- General workplace and schedule flexibility as situations arise
- Must pass a background check

Compensation:

A \$500 stipend will be offered for this internship.

Application Process:

Please send resume and cover letter to Dominique Blanc at d.blanc@honors.utah.edu and reference "UNA Public Policy Intern" in subject line.

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