



Big Brothers Big Sisters of Utah

Employer: Big Brothers Big Sisters of Utah (nonprofit, unpaid)

Title: Events Intern

Big Brothers Big Sisters of Utah (BBBSU) is a non-profit organization which provides Utah children facing adversity with strong and enduring professionally-supported one-to-one relationships that change their lives for the better. BBBSU seeks to engage, connect, and support the children who benefit most from a stable relationship with a volunteer adult mentor. As a multi-faceted organization, BBBSU offers interns the opportunity to holistically experience nonprofit management and organization, often including outreach, communications, data tracking, and research.

The Events Intern will work with the Chief Operating Officer to establish work expectations and schedule. The Intern will work closely with the Volunteer & Alumni Coordinator to plan and execute monthly events for the mentoring matches in our community-based mentoring program. This work is really at the heart of our mission – so the Intern will get to see first-hand how mentoring can change the life of a young person. Specifically, the Intern will be responsible for growing BBBSU match activities events from quarterly to monthly. The intern will work with the Volunteer & Alumni Coordinator and the Match Activities Committee to brainstorm, plan, and manage logistics for the events. The position will require someone who is creative, not afraid to ask for things, a good listener, and very organized.

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 BBBSU staff to support, develop, and manage events and marketing for existing and new programming.
- The Intern will assist with and/or manage coordination of content for specific forums, events, initiatives, press releases, and publications which promote program expansion and volunteer support/recruitment.
- The Intern will take part in staff collaboration to develop new events and marketing strategies.
- As needed, the Intern will cross-collaborate with BBBSU 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
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330.571.3728