

## **Circles Utah Valley Internship Opportunity: Site Development & Outreach**

### **NEED:**

Circles Utah Valley is looking for an intern who will assist with site development and community outreach for the Nebo site. Main office located in Provo, UT.

### **OVERVIEW:**

Circles Utah Valley is part of an innovative national program that works to move low-income families out of poverty and into financial self-reliance. The Circles Initiative is grounded in research which suggests low-income families must have strong social capital and connections within their communities to improve their economic situation. Interns will have opportunities to work directly with low-income participants, volunteers and staff to gain an understanding of the non-profit workplace and the challenge low-income families face in our community.

### **ESSENTIAL FUNCTIONS:**

Interns will work directly with the Circles Coach and other staff members to carry out a variety of projects:

- Create and develop strategies and tools to help site volunteers, participants, and staff stay connected outside of weekly meetings.
- Evaluate and access ways to improve meeting layout and facility planning.
- Participate and sit on Community Team. Coordinate and collaborate with Community Team to create strategies to increase community participation at weekly meetings.
- Assist Coach and Program Assistant in creating and developing site procedures manual.
- Engage in volunteer recruitment and retention for South County area by working with VISTA and Outreach Team.

### **ADDITIONAL ABILITIES AND SKILLS:**

- Comfortable working in community organizing and community development
- Strong organization skills in managing complex tasks with autonomy
- Ability to provide one's own transportation
- Ability to work flexible schedule (must work Thursday evenings each week)
- Excellent verbal and written communication skills
- Familiar with South Utah County area and demographic preferred

### **TIME FRAME:**

Summer 2017 (May-August)

### **TO APPLY:**

Send an email with: your resume, how you learned about Circles, and why you are interested in a Circles Internship to Jessica Awbrey, Nebo Circles Coach, at [JAwbrey@CommunityActionUC.org](mailto:JAwbrey@CommunityActionUC.org) (office: 801-691-5242)