

**United
Way**



We are looking for an intern to fill administrative and office duties for United Way of Utah County/Volunteer Care Clinic, a partner of Utah County Health Department.

Duties:

(5-6 hours/week at the United Way satellite office on Freedom Blvd. in Provo)

Credentialing of volunteers,
contact/correspond with potential volunteers

Maintain and update volunteer databases (run reports, update potentials, data entry, etc)

Attend Clinic board of directors meetings as desired

Miscellaneous projects (grant applications, social media)

Must commit to two semesters

Flexible hours

This is an unpaid internship.

If interested, submit resume and cover letter to Marie

Schwitzer: maries@unitedwayuc.org