The Autism Society of Southern Arizona Internship
School of Government and Public Policy, PUBLIC MANAGEMENT & POLICY Students

General Description: The Autism Society Southern Arizona is the leading voice and resource of the entire autism community in education, advocacy, services, research and support. The Autism Society is committed to meaningful participation and self-determination in all aspects of life for individuals on the autism spectrum and their families. The Autism Society Southern Arizona accomplishes its ongoing mission through close collaboration with a successful network of affiliates, members and supporters as well as several local non-profits.

Internship Available: Summer – Yes  Fall – Yes  Spring – Yes
Deadlines: No deadline

Agency Preferred Qualifications: Interest in non-profits, autism awareness campaigns, community outreach and learning administrative tasks. This internship will provide a unique opportunity to play a vital role in creating an information and referral service while gaining valuable nonprofit experience, cultivating your interest in policies, strengthening your understanding of how to reach the autism community, and gain administrative skills and work experience.

Internship Description: Unpaid

Purpose of the Internship:
Major Responsibilities:
- Update information on website resource pages and manage social media site.
- Participate in key fundraising events and possibly represent organization at the largest community autism event in Southern Arizona.
- Provide administrative support to Associate Director that may involve updating email and grant databases, community trainings and events.
- Participate in the Stepping Stone Parent Training program and assist with program management.
- During the spring semester, the student will actively be involved in fundraising, community outreach and be part of the walk committee team that is responsible for the Autism Walk & Resource Fair that hosts 1-2k attendees.

Additional Information: As the non-profit administrative intern you will play a vital role in the organization by supporting projects such as contacting resources to provide updated information for our website, assist with fundraising/event efforts for the 13th Annual Autism Walk & Resource Fair and provide support to the Associate Director that is involved in helping families navigate autism resources and services.

To Apply: Email Brie Seward at bseward@as-az.org

Expected Contact: Within 1-2 days and plan for a scheduled interview at Children’s Clinic located at 2600 N. Wyatt Drive.

Contact Person: Brie Seward, Associate Director

Agency/Organization Website link: http://www.as-az.org
https://www.facebook.com/Autismsocietyofsouthernarizona/