



The goal of the DSAGC Internship Program is to create a healthy learning environment in preparation for the intern's future employment opportunities. The internship provides an opportunity to be a part of the DSAGC Staff Team as they work on various projects in the office.

### **Internship**

The Intern will assist the Grant Coordinator and Development Coordinator cultivate relationships with current and potential donors and give them an opportunity to see the impact of their contributions as well as help with various DSAGC events. They will also assist the Program Coordinators in a variety of tasks that include, but are not limited to, creating transition folders, organizing program materials, and helping during the Early Matters Play Group. Interns will build upon their fine motor, executive function, social, communication, and leadership skills.

- The internship will take place from January 20, 2025- October 29, 2025.
- The intern will work three hours, two days a week (Monday from 12:00pm-3:00pm and Wednesday 9:00am-12:00pm).
- Additional hours to attend events will be required (World Down Syndrome Day 5K, Golf Outing, Buddy Walk and others)

### **Job Responsibilities**

- Assist with the preparation for various events, such as event shirts, attendee gift bags, event supplies, etc.
- Attend events; greet and interact with event attendees
- Write thank you notes to donors and sponsors
- Help communicate the impact of DSAGC programs to donors (both in person and through writing)
- Assist with creative ways of thanking individuals and companies that support the DSAGC
- Assemble program materials (folders, event promotion, etc.)
- Assist the Program Coordinators with tasks that pertain to programs
- Office management (mailings, printing documents, organizing)
- Keep the office and Empowerment Center prepared for use before and after programs

## Requirements

- Adult with Down syndrome at least 18 years of age
- Strong communication skills (may utilize supports as needed)
- Reliable transportation
- Willingness to contribute to a wide variety of tasks
- Perform other responsibilities as assigned by supervisors
- Contribute to and model the values and mission of the DSAGC
  - We are TRUSTWORTHY in our daily responsibilities and commitment to others.
  - We use EMPATHY in our interactions and RESPECT toward others in all that we do.
  - We carry out our responsibilities with the utmost INTEGRITY.
  - We COLLABORATE with and rely on our community partners.
  - We are INNOVATIVE and seek opportunities to be original and creative.
  - We are INVESTED, devoting our time, effort and energy to our mission.