



Summer Internship Program
May 28, 2019 - August 9, 2019
External Employer
Job Description

Employer: Milestone Autism Resources
Assignment Address: 4853 Galaxy Parkway, Suite A, Warrensville Heights, Ohio 44128
Job Category: Health/Laboratory
Number of Openings: 1
Work Schedule/Hours: Flexible
Internship Duration: 10 Weeks
Internship Dates: May 28 – August 9, 2019

Company Profile:

Founded in 2003, Milestones Autism Resources improves the lives of individuals on the autism spectrum by educating, coaching, and connecting the autism community with evidence-based information. Each year, Milestones serves more than 3,000 parents, professional, and individuals of all ages and abilities, through an annual conference, training, teen/adult services and coaching. The website milestone.org connects 55,000 unique visitors to more than 1,000 autism resources.

Job Responsibilities:

- Marketing/Communication
- Conference Support
- Volunteer Support
- Research

Required Qualifications:

- Strong organizational, verbal and writing skills
- Proficient in all Microsoft Office programs
- Excellent people skills, including phone manner
- Knowledge of social networking sites including Facebook, Twitter and LinkedIn
- Self-motivated, detail-oriented and able to multitask

Preferred Qualifications:

- Research and Develop marketing messages for social media
- Help compile information for Speaker Program
- Update Milestone website