



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Milestones Autism Resources
Assignment Address: 4853 Galaxy Parkway, Warrensville Heights, Ohio 44128
Job Category (Select up to 2): Business Marketing/Sales/Social Media
Work Schedule/Hours: Flexible
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

Milestones Autism Resources improves the lives of individuals on the autism spectrum by educating, coaching, and connecting the autism community with evidence-based information. Our core services include: National Autism Conference, Free Helpdesk, Comprehensive Website, and Agency and Family Consultations.

Job Responsibilities: (e.g. functions and/or projects)

- Perform general office duties such as email correspondence, copying organizing materials, making phone calls.
- Review exhibitor agreements
- Help prepare reports of conference evaluation
- The able to lift 20-25 pound

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Proficient in Microsoft Office Programs
- Task Driven
- Likes a challenge, self-motivated

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Interest in nonprofit business
- Marketing knowledge
- Excellent people skills
- Social Media skills
- Task driven