



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

**Employer:** The Up Side of Downs  
**Assignment Address:** 6533-B Brecksville Road, Independence, Ohio 44131  
**Job Category (Select up to 2):** Hospitality Management    Marketing/Sales/Social Media  
**Work Schedule/Hours:** 10-15 hours per week  
**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)

The Up Side of Downs is a non-profit organization that provides support, education, and advocacy for people with Down syndrome, their families and communities. We are the primary resource for families and communities regarding Down syndrome and we envision a community where people with Down syndrome have limitless opportunities and the ability to pursue their dreams.

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

- Focused on assisting the Development Coordinator in all logistics of planning our major fundraising event
- Providing support to the Marketing Coordinator with drafting social media calendar and posts (Facebook, Twitter, etc.), maintaining social media platforms and creating event marketing materials
- Communicating with current and prospective donors, sponsors, volunteers and the families that we serve
- Apply knowledge acquired during internship by performing duties and fulfilling expectations at the event

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

- Majoring in Hospitality Management, Marketing, Communications or Nonprofit Administration
- Proficient in Microsoft Office programs (Word, Excel, Power Point) and Google (Docs, Sheets)
- Ability to navigate social media platforms: Facebook, Twitter, Instagram, etc.

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

- Graphic design experience (Publisher, InDesign, Illustrator, Canva)
- Strong organizational and communication skills (written and verbal)
- Experience with or possess an interest in event planning or fundraising