



Special Events Intern – Down Syndrome Indiana, Inc.

Contact: Lisa Wells, Executive Director: executivedirector@dsindiana.org

Location: Indianapolis, IN

Organization: Down Syndrome Indiana, Inc.

Description: Down Syndrome Indiana, a 501(c)(3) is dedicated to enhancing the lives of individuals with Down syndrome. We are seeking 3 Special Events Interns each semester to assist with DSI's Buddy Walks and Special Events. An ideal intern would possess well written and oral communication skills and have a passion to work on behalf of individuals with disabilities. This is an unpaid internship.

If you are interested, please submit cover letter and resume to Lisa Wells, Executive Director at executivedirector@dsindiana.org. More information available at: <http://www.dsindiana.org/employmentopportunity.php>.

Duties for this internship opportunity would include:

- Work closely with registrants via phone and/or email to navigate through the new fundraising website.
- Manage event logistics including reserving all day-of supplies and timeline.
- Help manage team communications including emails, social media posts, etc.
- Organize the team captain newsletter, supply requests, and supply packing.
- Other duties as assigned.

Qualified candidates must be able to meet and talk with individuals with intellectual disabilities and their loved ones. Candidates must have availability primarily during weekday business hours (8:30am-4:30pm, Monday through Thursday) and occasional weekends.