

Internship Application Package

Asperger Works, Inc.
20 Ballard Road, Lawrence, MA 01843

Asperger Works' mission is to help put adults with Autism Spectrum Disorder (ASD) to work by providing employment-related services and training in a caring and open environment and by educating employers about the desirability of employing adults with Asperger's Syndrome (AS).

Position: Research and Marketing Internship

Asperger Works is looking for students with public health, marketing, public relations (PR), or related majors at an accredited college or university. Applicants must be Juniors, Seniors, or Graduate students and have a minimum 2.8 GPA. Ability and desire to work with people on the Autism Spectrum is a must. (See our ***Internship Position Description*** for more details.)

General responsibilities include, but are not limited to, researching potential employment opportunities for our clients, developing databases of potential donors and employers, and assisting with the planning and implementation of various activities that the organization arranges or participates in (including participation in community festivities).

Interested students should submit the following:

- Resumes,
- Writing samples,
- Transcripts, and/or
- Letters of Recommendation

Work hours: 20 – 40 hours a week according to an agreed-upon schedule with student, sponsor(s) at college or university, and assigned supervisor at Asperger Works

Duration: One semester (may be extended through agreement between student, school, and onsite supervisor)

Salary or other compensation: This is a non-paying position. Compensation provided is a grade and credits (per college guidelines) and the satisfaction of making a difference in people's lives.

Education requirements:

Grade-point average of 2.8 or above,
Junior, Senior, or Graduate student of good standing at the sponsoring college or university,
Basic knowledge of MS Office and database development and maintenance; other computer-related skills a plus, and
Fluent command of the English language; fluency in Spanish a plus

Training/Professional Development: Students will be trained in event organization, data development, needs assessment, and public speaking. Additional learning opportunities will be provided according to the demands of our organization at a particular time.

Travel requirements: Interns may be asked to participate in visibility opportunities (i.e. community fairs, festivals, and parades), which may require some travel. But ownership of a vehicle is not required and other transportation possibilities (like ride-sharing) will be offered as needed.

Accommodations: Students should request any special accommodations needed. Please note that since our office is located on the premises of the Northeast Independent Living Program, it is already wheelchair and handicap accessible.

Internship Position Description

Asperger Works, Inc. 20 Ballard Road, Lawrence, MA 01843

Position Description: Research and Marketing Intern

Effective Date: February, 2017

Our nascent not-for-profit charitable organization is looking to fill at least one research and marketing internship position. Public health, marketing, PR, or related majors are encouraged to apply. At Asperger Works our mission is to help put adults with Autism Spectrum Disorder (ASD) to work by providing employment-related services and training in a caring and open environment and by educating employers about the desirability of employing adults with Asperger's Syndrome (AS).

This position consists of a flexible 20 – 40 hour per week schedule, offers academic credit, but pays no salary.

Qualifications:

MUST BE current Junior, Senior or Graduate college student

MUST HAVE a minimum 2.8 GPA (applicants may attach an explanation if they do not meet this criterion)

Fluent command of the English language

General responsibilities include, but are not limited to:

Research potential employment opportunities for our clients

Research potential funders

Assist in database development

Assist in planning and realizing fundraising activities

Assist with Asperger Works promotions, activities, and special events

Skills Desired:

Ability and desire to work with people on the Autism Spectrum

Flexibility and willingness to think outside the box (i.e. be able to express own ideas to forward the mission of Asperger Works)

Superior written and oral communication skills

Basic knowledge of MS Office and database management

Application Process:

Submit cover letter and resume to:

Lisa Rajczyk, Volunteer and Internship Coordinator

Asperger Works, Inc.

20 Ballard Road

Lawrence, MA 01843

978-710-9951, Ext. 3

Volunteer.coordinator@aspergerworks.org

Asperger Works, Inc. values diversity and is committed to being an equal opportunity employer.

Candidates from all backgrounds, including people with disabilities, are encouraged to apply. Please contact us directly with questions that may arise throughout the application process, including but not limited to inquiries related to accommodation needs.