

JOB DESCRIPTION – **Generalized Intern**

Hours: Flexible

Location: Austin, Texas

Overview:

The Autism Society of Texas (AST) is searching for an intern to support our mission of “improving the lives of all affected by autism”. Professional demeanor and able to work autonomously is preferred.

AST is a vibrant non-profit (501c3) organization whose mission is to ensure individuals affected by autism in Texas are valued, included, and given the opportunities to pursue fulfilling lives by providing information, support, and advocacy for people affected by autism and their families, educators, professionals, and the community-at-large.

Definition of Position:

The Generalized Intern will report directly to the Program Director. The Generalized Intern will work closely with the Executive Director and Administrative Coordinator. The Autism Society of Texas consists of a team of four that work diligently to support our families here in Texas. The Generalized Intern will be an essential part of our team who will work closely with each team member to support various projects.

Key Responsibilities:

- Support development opportunities around event planning and fundraising
- Create new web content for The Autism Society of Texas website based on feedback from team members
- Publishing content in regards to events, news, and photos via wordpress
- Create content for social media pages in relation to The Autism Society of Texas
- Work in a non-discriminatory, culturally-sensitive manner which encourages all community members to access the AST’s services and activities.
- Comply with company policies, procedures, and regulations.
- Other duties as assigned by the Executive Director.

Strong candidates for this position will have:

- Experience with web design and Wordpress (preferred, not necessary)
- Experience with social media platforms
- Ability to create new content and work independently
- Good oral and written communication skills.
- Strong interpersonal skills and the ability to work as part of a team.
- Flexibility, self-motivation, enthusiasm, and commitment to the AST’s mission.
- Minimum ten hours a week during business hours.

Please direct inquiries to info@texasautismsociety.org or by calling 512-479-4199. **A small stipend is available.** Submit cover letter and resume via email by September 15st, 2017 to be considered as a candidate.