



Internship Program

The Autism Society, Tidewater Virginia internship program welcomes students and recent graduates who wish to broaden their education and professional experience by working and learning in a not-for-profit organization. Our chapter offers experiential education in a challenging, hands-on environment in exchange for a substantive contribution from talented and interested individuals.

Autism Society, Tidewater Virginia, a not-for-profit 501 C (3) organization, was created 30 years ago for individuals with autism, parents, families, professionals, corporate partners and friends whose lives have been touched by autism.

Autism Society, Tidewater Virginia is a local chapter of the Autism Society, a national organization with over 100 chapters across the United States working to impact the lives of people with autism. Its objectives are to provide educational and practical support for parents, increase public awareness of autism, offer a referral network of professional and promote legislation that directly impacts individuals with autism and their families.

There are three application deadlines and selection periods per year. Internships require a minimum commitment of 15 hours per week for three months, during which time interns complete a specific target project as well as daily assignments. Interns also participate in committee meetings, special events, and various educational trainings.

The Application Process

Application may be submitted electronically by emailing tidewaterasa@verizon.net and attaching your application form, resume, and two letters of recommendation. Letters of recommendation may be submitted separately with the applicants name in the subject line. When submitting electronically, only one copy of each document is required. Include your school's hour/credit requirements in the e-mail.

If submitted by mail, please send all application materials (including letters of recommendation) to:

Angel Barnhill
Resource Director
Autism Society
6300 E. Virginia Beach Blvd.
Norfolk, VA 23502

Application materials are under review for approximately two to four weeks after the deadline. Candidates for interviews will be notified by email. Please note that incomplete applications will not be considered.

Internship Description

The Autism Society, Tidewater Virginia does not offer paid internships.

<u>Internship Term</u>	<u>Application Deadline</u>
Winter/Spring (January-May)	November 30
Summer Term (May-August)	March 15
Fall Term (September-December)	July 15

If you have any questions about applying for an internship, please email tidewaterasa@verizon.net or call the Autism Society, Tidewater Virginia at 757-461-4474

Please choose from the following internships when applying:

1. **Development: Awareness & Fundraising:**

• **Awareness**

Intern will assist Awareness Committee in implementing our school awareness campaign to educate children and teachers about autism, especially during autism awareness month. Intern will also assist with updating Autism training/awareness presentation to deliver to college students, pre-school and daycare workers, and other volunteer networks.

• **Fundraising**

Intern will assist Fundraising committee in developing sponsorship programs including a major presentation to potential corporate sponsors outlining the sponsorship levels, autism awareness information, and benefits for sponsoring The Autism Society, Tidewater VA Chapter. Intern will also assist in all aspects of fundraising events including the Autism Awareness 5K in April.

2. **Programs & Media Relations:**

• **Information and referral, Advocacy, Support Services, Education & Outreach**

Intern will work with staff in Resource Center to support families and individuals affected by autism in the Tidewater Virginia Region. Training will be provided. Candidates should have good researching skills, communication skills, excellent phone etiquette and preferred (not required) knowledge of autism spectrum disorders.

• **Marketing and Media Relations:**

Intern will assist in creating visibility for the Autism Society, Tidewater Virginia and attracting new members. They will also assist in marketing the Autism Society, Tidewater Virginia to potential donors and database management. Intern will write press releases, and assist in filming promotional videos. Intern will work to promote the Autism Society, Tidewater Virginia in all Social Networking avenues. Interns will maintain all email alerts related to media and website updates. They also assist with program related research, handle inquires and visits from the media, and manage all listing distributions for all public programs.

3. Hispanic Outreach Intern (*This is a special interest internship that varies by intern term*) **Winter Application Deadline Extended to December 15, 2011**

Intern will translate parent education materials into Spanish and distribute them to agencies serving the Hispanic community. The intern will conduct interviews with agencies and churches that serve the Hispanic community to survey the services that the agency offers, who they refer families of individuals with autism spectrum disorders to and how Autism Society, Tidewater Virginia could partner with them. The intern will also interview Hispanic families that have a child with an autism spectrum disorder about the family's experiences obtaining services, their support systems, and services they would like to have. After the interview and survey process is complete, the intern will develop a summary of their findings, which will provide direction on how to expand outreach efforts to the Hispanic community in the Tidewater Virginia region. In addition, the intern will serve as a Hispanic translator for families seeking help through the Autism Society, Tidewater Virginia.

EXPERIENCE AND QUALIFICATIONS:

Fluency and/ or native speaker of Spanish. Excellent oral and written communication skills in both English and Spanish. Basic computer literacy. Comfortable conducting interviews. Ability to work independently and be self-motivated. Access to transportation throughout the Tidewater Virginia Region (mileage reimbursement will be available)

Internship Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City _____ State _____ ZIP Code _____

Phone: () _____ E-mail Address: _____

Dates Available: // to // Internship Term (Circle): Winter/Spring Summer Fall

Position Preferred :
 Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list 3 professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____

Full Name: _____ Relationship: _____

Company:

Phone: ()

Address:

Employment History

Company:

Phone: ()

Address:

Supervisor:

Job Title:

Responsibilities:

From:

To:

Company:

Address:

Job Title:

Responsibilities:

From:

To:

Company:

Address:

Job Title:

Responsibilities:

From:

To:

Internship Credit Information

Are you requesting that your college grant
you credit hours for your internship?

YES

NO

If yes,

University Contact: _____

Phone: _____

Email: _____

Program Major: _____

Required Hours: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to acceptance into the internship program, I understand that false or misleading information in my application or interview may result in my release. I agree to allow Autism Society, Tidewater Virginia to investigate my references, work record and education.

Signature: _____ Date: _____

Office Use Only:

Date Received: _____

Date Reviewed: _____

Intern Term: _____

Approved/Rejected: _____