

# Community Center for Differently Abled Adults

## JOB DESCRIPTION: Non-Profit / Project Management Intern

### Summary:

A group of parents, leading professionals, and local donors have come together to create a *Community Center for Differently Abled Adults* to develop a true lifelong community and provide center members a rich and fulfilling life. The Steering Committee (project codename DACC: Differently Abled Community Center) is seeking an intern in a project management role to assist the committee with building a business plan, managing committee meetings, and tracking deliverables. This position offers an opportunity to engage with local professionals, community organizations, and engaged community members dedicated to creating a robust Community Center providing life-long enrichment opportunities for special needs adults and promoting their inclusion in the broader community. Given the nature of the non-profit work, the candidate must have a passion for the special needs community and community engagement. An ideal candidate will gain experience in business plan creation, fundamentals of fundraising, and community development.

### Duties and Responsibilities:

- Drive weekly Steering Committee meetings, including creating the agenda, note taking, and following up on committee deliverables;
- Manage lists and follow-up activities with potential donors, community partners, and community professionals;
- Assist in the development of the business plan, including targeted research and working with committee members to develop sections of the plan;
- Assist in outreach to the broader community in advocacy or public relations activities.

### Qualifications/Education:

The best candidate will be chosen from a pool of currently enrolled undergraduate or graduate students who seek to gain hands on experience in grassroots community development for differently abled young adults and potential school credit.

### Candidates should demonstrate:

- Strong project management skills
- Proactive attitude as a self-starter
- Good communication skills

### Requirements:

- Internship runs from March 1 – December 31, 2021 (with option to renew)
- Minimum 5-10 hours per week (hours will fluctuate weekly pending workload)
- Submission of all work assignments within determined timelines

**Compensation:** \$1,500 stipend for this internship

**Application Process:** Interested candidates should forward a resume to [special-needs-community-center@googlegroups.com](mailto:special-needs-community-center@googlegroups.com).