



INTERESTED IN A CAREER IN ADAPTIVE SPORTS?

Program Services Intern (Full Time in Rockville, MD)

INTERNSHIP OVERVIEW

Disabled Sports USA's mission is to provide national leadership and opportunities for individuals with disabilities to develop independence, confidence, and fitness through participation in community sports, recreation and educational programs. Every day, we work hard to pursue our vision that "every person, regardless of ability, has an equal opportunity to participate in sports and recreation in their community."

The Program Services Intern is primarily responsible for supporting Disabled Sports USA events and programs. The internship involves traveling to and supporting a wide variety of event and program logistics. The intern will have the opportunity to learn about project management, event management and planning, as well as non-profit operations and organizing programs for individuals with disabilities.

The Program Services Intern reports to the Program Manager. The placement is a full time (40 hour/week) office based internship in Rockville, MD. A stipend is provided toward meals and transportation. Office hours are Monday-Friday, 8:30am-5:30pm.

RESPONSABILITIES OVERVIEW

- Assist with event and program outreach, planning and implementation
- Make travel arrangements for events
- Travel to and support events as required, including driving DSUSA vehicles (may include weekends)
- Assist with DSUSA database entries and online registration system as directed
- Answer phone and email general inquires
- Maintain quote and picture files
- Maintain website event calendar
- Shipping and mailing
- Assist other DSUSA staff with projects as directed

MINIMUM QUALIFICATIONS

- Enrolled in or recently completed college/university
- Proficiency in Microsoft (Word, Excel, Publisher, PowerPoint) and the ability to use general office technology
- Ability to work well in a team environment
- Clean driver's license
- Availability to travel (within the US)

READY TO APPLY?

- Submit resume and cover letter to Huayra Gomez-Garcia, Program Manager, at hgomezgarcia@dsusa.org with the subject line "DSUSA Program Services Internship."
- Include the dates you are available/interested in:
 - Winter: **January to May**
 - Summer: **May to August**
 - Fall: **August to December** (must be able to travel 10 days to Breckenridge, CO for [Ski Spectacular](#))