PACK INTERNSHIP GRANT PROGRAM

Program and Development Intern

Down Syndrome Network of Northern Nevada
1301 Cordone Ave. STE 190
Reno, NV 89439

About the Down Syndrome Network of Northern Nevada
The Down Syndrome Network of Northern Nevada works to empower people with Down syndrome and their families to be fully included as valued members of the community. We advocate for and with individuals and their families to break down barrier to full, productive and satisfying lives.

We are a small organization, powered by only two staff members and a group of very dedicated volunteers. We work hard to offer meaningful services for our community while promoting a positive understanding of Down syndrome. Joining this team will be challenging, fun and highly satisfying, but will require the ability to think fast, change directions when necessary and at times, work with minimal supervision.

About the Internship
The intern will wear many hats and quickly adapt to changing organizational needs. The intern will assist staff in program coordination and service delivery, including connecting to clients to ensure program attendance, helping to set up and deliver programs and events, and post-program evaluation. The intern will also work with staff to increase revenue through fundraising events and grant writing. Additionally, the intern will assist staff with client and donor database maintenance and improvement.

Required Qualifications
- Proficiency in Microsoft Office Suite, especially Word and Excel
- Strong analytical and writing skills
- Ability to manage multiple inputs and directives
- Willing to document progress and report regularly to staff

Preferred Qualifications
- Previous knowledge or use of database
- Program or project management experience
- Previous experience or a passion for working with individuals with disabilities

Internship Duties
- Communicating with interested and invested families
- Creating First Call baby baskets for families with new diagnoses
- Provide medical professionals with comprehensive presentations and handouts about Down syndrome
- Visiting medical professionals in the Reno/Sparks area
- Writing and developing grants to expand the program
- Brainstorming new approaches with the DSNNN Outreach Chair
- Email and flyer design and layout
- Research and data tracking

$12/hour for 120 hours
Spring Semester 2017

Apply by November 1st, 2016
at www.unr.edu/career