



JOB DESCRIPTION

TITLE: Team Events Intern

REPORTS TO: Assistant Executive Director of Programs

POSITION TYPE: Internship (40 hours per week)

LOCATION: Remote / Virtual

DATES: May 2021 (start date flexible) – August 20, 2021

ROLE OF THE TEAM EVENTS INTERN:

The Ability Experience summer cycling events: Gear Up Florida and Journey of Hope are impactful trips that spread a message of empathy and understanding of people with disabilities across the country. In order to spread this message, the Summer Events Intern is a sounding board to deliver this message to media outlets across the country. This position will also assist with the planning of the Gear Up Florida and Journey of Hope Arrival Celebration.

PREFERRED QUALIFICATIONS

- Pursuing an undergraduate degree (communication, public relations or marketing preferred)
- Strong written and verbal communication skills
- Strong problem-solving and critical thinking skills
- Highly organized; ability to manage and prioritize multiple tasks and deadlines simultaneously
- Strong work ethic and attention to detail
- Ability to accept candid feedback and look for areas of opportunity for continuous improvement
- Ability to work independently and as a member of a cross-functional team

RESPONSIBILITIES

- Contact media newsrooms to schedule stories and interviews
- Coordinate media information with the on-the-road PR Coordinators
- Communicate daily with Gear Up Florida or Journey of Hope crew members
- Manage the Gear Up Florida and Journey of Hope teams' apps
- Organize and monitor team blog posts, photos and social media outreach
- Lead the cyclist safety public service announcement campaign
- Assist staff with Arrival Celebration logistics
- Other duties as assigned

ACCOMMODATIONS

No accommodations will be provided as this internship will be a remote/virtual position for 2021. The Ability Experience provides a stipend for the duration of the internship, to be paid on the 15th and the last business day of the month.

HOW TO APPLY

Interested candidates should send cover letter and resume to Andrew Matznick at amatznick@abilityexperience.org. Please use the subject line "2021 Summer Internship" when applying. Applications will be reviewed on a rolling basis, and interviews will be scheduled accordingly. The position will remain open until filled.