



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 position is a full time (40 hour/week) office based internship in Rockville, MD. Office hours are Monday-Friday, 8:30am-5:30pm. A stipend is provided toward meals and transportation.

RESPONSIBILITIES OVERVIEW

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

MINIMUM QUALIFICATIONS/SKILLS

- Enrolled in or completed college/university
- Proficiency in Microsoft (Word, Excel, Publisher, PowerPoint) and the ability to use general office equipment (copier, fax machine, etc.)
- Ability to work well in a team environment
- Authorized to work in the US
- Availability to travel within the US (air or ground)

READY TO APPLY?

- [Click here to complete online application form](#). Please make sure to upload your cover letter and resume.
- Questions? Contact: Huayra Gomez-Garcia, Program Manager, at hgomezgarcia@dsusa.org