DISABLED SPORTS USA INTERNSHIP POSITIONS

Are you interested in a career in adaptive sports? Are you interested in experiencing the power of sports?

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.”

Disabled Sports USA internship provide the opportunity to gain knowledge and professional experience in adaptive sports industry, business, sports or events management and other related fields while being a valuable asset to our mission and those we serve.

Disabled Sports USA seeks interns who have the following qualities:

- Self-motivation
- Initiative
- Flexibility
- Ability to multi-task and stay organized
- Ability to work well in a team environment

Minimum Qualifications

- Enrolled in or completed college/university,
- Proficiency in Microsoft Office (Word, Excel, Publisher, PowerPoint) and the ability to use general office equipment
- Authorized to work in the US
- Availability to travel within the US (air or ground)

Accepted interns will be required to:

- Complete a background screening
- Complete any training required for the internship
- Maintain weekly meetings with the supervisor
- Participate in a mid and end of internship review
- Be responsible for completing necessary paperwork, if seeking college credits
INTERNSHIP POSITIONS AVAILABLE

Format in accordion on website

PROGRAM SERVICES

Internship periods: January-May; May-August; August-December. Full time (40 hour/week) office based internship in Rockville, MD. Office hours: Monday-Friday, 8:30am-5:30pm. Housing and daily per diem is provided toward meals and transportation costs.

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.

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 website event calendar
• Maintain quote and picture files
• Shipping and mailing, including large or heavy boxes
• Assist other DSUSA staff with projects as directed

COMMUNICATIONS & MARKETING

Internship periods: January-May; May-August; August-December. Full time (40 hour/week) or Part-Time (20-30 hours/week) office based internship in Rockville, MD. Office hours: Monday-Friday, 8:30am-5:30pm. Housing and daily per diem is provided toward meals and transportation costs.
The Sports Marketing Intern is primarily responsible for supporting Disabled Sports USA’s digital and print marketing efforts, including photography or videography needs. The internship also provides an opportunity to learn about Disabled Sports USA’s programs, project management, event planning and management, as well as non-profit operations and organizing programs for individuals with disabilities. Please note this internship requires proficiency in Adobe Creative Suite and other graphic design tools. Proficiency with videography and video editing tools is preferred.

RESPONSIBILITIES OVERVIEW

• Assist with review and updates of DSUSA’s marketing material design and content, including:
  o Website
  o Program newsletters, brochures, and flyers
  o Social Media
  o Challenge Magazine
  o Sport manuals
  o Promotional material
• Assist with event planning and photography, videography, and video editing, as assigned
• Assist with other projects, as assigned

READY TO APPLY?

• Click here to complete online application form
• Please make sure to upload your cover letter and resume
• Positions are open until filled

QUESTIONS?

Contact: Huayra Gomez-Garcia, Program Manager: hgomezgarcia@dsusa.org