



EDUCATIONAL TECHNOLOGY INTERN— providing job training and social skills education to high school students with autism

Working at Spectrum Works offers a great opportunity to drive social change, increase the employability of youths with autism, and make a significant impact.

Spectrum Works' innovative workforce development model provides job training and employment to young adults with autism. Spectrum Works builds inclusive workforces at our partner companies by integrating young adults with autism into their workforces. The program prepares our students for entry level jobs that meet the needs of corporate partners and creates a path to success for individuals with autism.

Spectrum Works' first social enterprise is a nonprofit screen printing business created with its partner company Green Distribution. Green is one of the largest screen printing companies on the East Coast and produces screen printed apparel for brands such as Universal Music and Harley Davidson. Spectrum Works has also implemented its model at Rent the Runway by integrating student trainees at their Secaucus based distribution facility.

Spectrum Works is going through a period of exciting growth and change —we are hugely ambitious for our future, and we are looking for colleagues who share in our ambition!

JOB SUMMARY

We are currently looking for a motivated undergraduate or graduate student to join our Spectrum Works team as an *Educational Technology Intern* to assist with teaching applications to high school students with autism at Spectrum Works. The ideal candidate will be flexible, highly responsible, and eager to learn. If you are looking for a rewarding career with young adults, possess excellent communication and time-management skills, and collaborate well with others, we want to hear from you. Join our team and help young adults with autism live up to their potential for stable, successful, economically self-sufficient lives.

What sets Spectrum Works apart is that our offices are located within each of our partner company's facilities. The Educational Technology Intern will supervise and train students with autism on how to use specific applications, manage a work routine, and acquire the social/personal skills that are critical to successful employment.

PROGRAM RESPONSIBILITIES

- Develop and implement technology related curriculum guides, lesson plans, unit plans and assessments tailored to the trainees needs and interests
- Help create individualized plans for the trainees that encompass technology applications focusing on: data management, graphics, and social media workplace readiness skills

- Supervise and coach trainees in specified workplace skills to achieve identified goals
- Provide instructions to trainees and ensure individuals are able to complete required tasks
- Document and maintain attendance records, log notes, and evaluations
- Maintain professionalism in a manner that models workplace behaviors for trainees
- Maintain cooperative relationships with Spectrum Works partner companies (employers) and support the onsite experience of the trainees
- Teach trainees job readiness skills including: business communication, social skills, and workplace etiquette
- Assist with continuous improvement of the job training program

KEY QUALIFICATIONS

The ideal candidate will have excellent communication skills and an understanding of youth development. You have the energy, commitment, and passion needed to help young adults with autism reach their potential.

- Bachelor's degree (obtained or underway) in Educational Technology, Education, Psychology, Sociology, Nonprofit Management or related fields required
- Experience working with high school students and/or the special needs population is preferred
- Flexible days and hours, but must be available to begin work by 9:00 am (Typical schedule is 9:00 am-1:00 pm, but other options are available)
- Passion for Spectrum Works mission
- Excellent written and verbal communication skills
- Highly motivated to achieve, with the ability to solve problems and overcome obstacles
- High level of ethics, values, integrity and trust
- Must be able to pass a background check

SKILLS

- **Required:** Microsoft WORD and Excel
- **A Plus:** Adobe Creative Suite
- **A Plus:** Spanish Speaking skills
- **A Plus:** CPR certification

SALARY: This internship is unpaid – a travel stipend is available. Spectrum Works Staff can help you navigate your University's process for how to earn course/internship credit if attending university.

OTHER BENEFITS: Access to training certifications. To seek course list go to <http://directcourseonline.com/courses/> and choose your DirectCourse.

CONTACT: Applicants should submit a cover letter and resume to info@spectrumworks.org . Please write ***Educational Technology Intern*** in the subject line. Applicants without a cover letter will not be considered.