

EVENT MANAGEMENT INTERN

Spectrum Works is on a mission to drive social change, increase the employability of young adults with Autism and help transform lives. 80% of individuals with Autism are unemployed. We're on a mission to change that. Here's how:

- Change society's perception of how to integrate people with disabilities (specifically Autism) into the workplace
- Create a scalable program that can be fitted to companies to start their integration of people with disabilities into their workforce
- Increase employment for individuals with autism
- Directly assist high schools and college programs to help them with the transition of people with disabilities into the workforce

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 students for entry-level jobs that meet the needs of corporate partners and creates a path of success for individuals with Autism.

Spectrum Works is going through a period of exciting growth and change —we are highly ambitious for our future and we are looking for individuals who share our vision.

JOB SUMMARY

Spectrum Works is looking for a highly motivated Event Management Intern to help create and execute our marketing and social media strategy. The Event Management Intern will be responsible for developing content, researching competitor's social strategy, assisting with various marketing tasks and implementing materials on our social media platforms to increase public awareness and interest in the organization.

RESPONSIBILITIES

- Assist in planning of April fundraising events
- Outline social media strategy to help promote events, engage audience and grow following
- Assist in creating content surrounding events for emails and the Spectrum Works website
- Work with PR agency to help build momentum around events
- Assist in the creation of marketing materials for upcoming events
- Expand and strengthen our network of alliances, resources and partnerships via marketing work
- Work closely with Marketing & Operations Manager on associated projects

KEY QUALIFICATIONS

The ideal candidate will be creative, have excellent communication and organizational skills, first-rate writing abilities and an interest in making a difference in the world. You have the energy, commitment and passion needed to help young adults with Autism reach their potential.

- Bachelor's degree or currently attending a university
- Passion for our mission
- Excellent interpersonal skills

- ✓ Self-motivated and able to work independently
- ✓ Excellent analytic skills, organization, planning, and implementation skills
- ✓ Fluency in social media technology
- ✓ Strong attention to detail
- ✓ High level of ethics, values, integrity, and trust
- ✓ Must be able to pass a background check

SKILLS

- Microsoft Word and Excel: required
- Social Media: required
- Adobe Creative suite: a plus
- Photography Skills: a plus
- Video or other photo editing skills: a plus

SALARY

This internship is unpaid – a travel stipend is available. This internship can count towards course/internship credit.

HOURS

Hours can be remote or at the Spectrum Works office

REPORTING STRUCTURE

Reports to the Marketing & Operations Manager