

Job Opening: Intern

Milestones Autism Organization is a non-profit organization dedicated to improving the quality of life for individuals on the autism spectrum and their families. Milestones helps individuals reach their potential through education of family members and professionals in evidence-based practical strategies. Milestones serves over 1,500 individuals a year through an annual conference, professional and family workshops, referral calls and consultations. Milestones receives over 1 million hits annually to its website, www.milestones.org.

Job Description: Temporary, Part-time (30-40 hours a week)

Major Projects: Annual Conference, School Team Training

Provide administrative support to Milestones staff in the following areas:

- Marketing/Communications – add events on the Google calendar, update other websites with conference information, put together email lists for targeted conference, update Milestones website
- Conference Registrations – enter registrations into a database, work with attendees to help resolve issues
- Conference resource binder – help proof and compile presentations, bios and other material
- Volunteers – volunteer support
- Phone – answer questions about conference, refer calls to other staff regarding autism support
- Other duties as specified

Qualifications: A qualified candidate will have experience supporting development and special event activities in a small non-profit. Expert knowledge of Microsoft Word (including mail merge), Excel, Access and fluency with email and the internet required. Experience with QuickBooks a plus. Excellent people skills, including phone manner, and a team player are essentials. Additional development, special events or marketing experience a plus.

Location for work: Beachwood office

Pay scale: \$7.85 - \$10.00 (depending on experience & education)

To apply: Send resume and three references to Milestones Autism Organization email nherrera@milestones.org.

Visit www.milestones.org for information about Milestones Autism Organization. Milestones Autism Organization is an equal opportunity employer