



# UMD Disability Summit

## Summer 2022 Internship Opportunities

The UMD Disability Summit is excited to recruit outstanding and passionate undergraduate and graduate students and UMD College Park to support an innovative, impactful biennial conference. Reporting to the Co-Chairs for the Disability Summit Planning Committee, and working closely with other faculty, staff and students from the University of Maryland, College Park and international partners and the Summit leadership team, interns will help manage social media, web design, and fundraising operations for this international online event. Successful candidates will develop critical professional, technical, and communication skills while supporting a wide range of programs, initiatives, and event accessibility. These internship opportunities are open to all University of Maryland College Park undergraduate and graduate students.

**Time commitment:** During the Summer 2022 semester, the position requires an average of 10 hours per week. Although most of those hours will be during regular business hours arranged to accommodate your other commitments. All duties will be performed remotely.

**Course credit:** We are happy to support you pursuing course credit for the internship. Interns will be eligible to enroll in a section of INST309 or INST709 for 1 credit in the Summer 2022 semester.

**Focus Areas:** We are currently looking for interns to assist with the following areas:

- Social Media and Communications
- Fundraising
- Web Design

### **SOCIAL MEDIA and COMMUNICATIONS**

**Duties:**

- Assist in managing Disability Summit Twitter and other social media platforms
- Assist in drafting a long term comprehensive communications plan for the Disability Summit
- Assist in developing a style guide for the Disability Summit to be used across all web and print communications
- Review and compile data regarding past registrants, attendees, and donors to develop comprehensive targeted mailing lists
- Assist in setting up mass email system and process to maintain contacts and communications for The Summit

**We need someone who:**

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- Has excellent written and verbal communication skills
- Can demonstrate strong organizational skills with multiple projects and deadlines

- Is capable of working independently and maintaining confidentiality

**It would be ideal if you also:**

- Have advanced knowledge of social media or communications software (Mailchimp, Twitter)
- Have experience supporting programming, events, and large-scale meetings
- Have basic familiarity with and/or have used Accessible Social Media Practices

## **FUNDRAISING**

**Duties:**

- Become familiar with and distinguish among the most prevalent revenue streams for nonprofit organizations
- Integrate knowledge about trends in fundraising in the nonprofit sector into a campaign plan
- Review and compile data regarding past donors
- Assist in creating an actionable fundraising plan for the Disability Summit
- Create materials to support longer development goals

**We need someone who:**

- Can apply marketing theory in a nonprofit environment
- Can describe the importance of identifying the various target audiences related to nonprofit organizations

**It would be ideal if you also:**

- Have knowledge of fundraising opportunities
- Have experience supporting grant writing, or a history of successful fundraising practices

## **WEB DESIGN**

**Duties:**

- Assist with content generation and management of Disability Summit website
- Assist with generating registration and call for submission forms
- Assist with creating an accessible archive of past Disability Summit materials
- Assist in the developing accessible and navigable website infrastructure

**We need someone who:**

- Has basic web design experience
- Is familiar with creating accessible databases

**It would be ideal if you also:**

- Have knowledge of the Bloomreach and Drupal Content Management System used at UMD

**To apply:** Please complete [THIS APPLICATION](#) by Friday, March 11th at 5pm. You will need to upload a current resume and cover letter. You can use one application to apply for multiple internship openings.

**Questions?** Email Ron Padrón at [rapadron@umd.edu](mailto:rapadron@umd.edu)