Position Title: Buddy Walk® Intern
Location: New York, NY, Washington D.C. or remote
Reports to: Senior Manager of Special Events
Timing: Summer 2021
Commitment: 20-35 hours/week

About the National Down Syndrome Society (NDSS):
The National Down Syndrome Society (NDSS) is the leading human rights organization for all individuals with Down syndrome. NDSS envisions a world in which all people with Down syndrome have the opportunity to enhance their quality of life, realize their life aspirations and become valued members of welcoming communities. Founded in 1979, NDSS supports and advocates for the Down syndrome community by focusing on three key areas of programming: Resources & Support, Policy & Advocacy and Community Engagement. Within these focus areas NDSS engages in various activities, events and programs such as the National Advocacy & Policy Center, which seeks to create systemic change through engaged advocacy; the National Buddy Walk® Program, which honors and celebrates individuals with Down syndrome in local communities across the world and other initiatives that provide support, informational resources, and community engagement opportunities for individuals with Down syndrome and those who support them. Visit www.ndss.org for more information about NDSS.

Position Summary
NDSS seeks a driven and enthusiastic intern to join our Special Events team during the summer months of 2021. This individual will play an important role in the planning and execution of both the NDSS NYC Buddy Walk® and National Buddy Walk® Program. The Buddy Walk® events honor and celebrate individuals with Down syndrome and are focused on raising awareness and funds for NDSS programs that benefit people with Down syndrome and their families.

Expected Activities:

NYC Buddy Walk®
- Research potential in-kind sponsors for day-of food donations and guest experience activities
- Maintain spreadsheet of list of in-kind requests that have been made/will be made
- Create outreach lists for volunteer recruitment for NY BW (ex: local service clubs, companies with large community service departments, High schools with Best Buddies)
- Other duties as assigned

Buddy Walk® Program
- Assist Buddy Walk® Manager in monitoring registration and maintaining an up-to-date tracking spreadsheet
- Researching which Walks are still active/which Walks might have left the program
- Search social media for Buddy Walk® photos (Facebook, Twitter) and draft/create social content
- Research potential small-scale partnerships for the National BW program to partner with (ex: Headsweats hats give us discounted BW items for BW Organizers to buy in bulk)
- Other duties as assigned

Experience and Qualifications
- Experience in special events or volunteer recruitment preferred
- Previous experience volunteering with non-profits preferred
• Strong written and interpersonal communications skills
• Must be organized, detail oriented and able to take direction
• Must be self-motivated and possess the ability to work well both independently and within a team
• Must be proficient in Excel and Word
• Experience working with Canva preferred
• Demonstrated commitment to the mission and goals of NDSS

How to Apply

Qualified applicants should submit their resume with a cover letter to Human Resources via email at hr@ndss.org.

NDSS does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.