



# AAPD Summer Internship Program Coordinator Job Description

## Organization Overview

The American Association of People with Disabilities (AAPD) is a convener, connector, and catalyst for change, increasing the political and economic power of people with disabilities. As a national disability rights organization, AAPD advocates for full civil rights for the 60 million Americans with disabilities by promoting equal opportunity, economic power, independent living, and political participation. Learn more at [www.aapd.com](http://www.aapd.com).

AAPD is an equal opportunity employer. We are committed to fostering an inclusive work environment. Our office collaborates across initiatives to actively uplift and center the diversity of the disability community in our work. We are looking to hire a new staff member who embodies our mission and is invested in building leadership of the disability rights movement. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. **Applicants with disabilities are especially encouraged to apply, including AAPD Summer Internship Program alum.**

## Job Summary

- **Position Title:** Program Coordinator
- **Position Level:** Coordinator
- **Job Type:** Full-time
- **Reports To:** Programs Director
- **Location:** Washington, DC
- **Format:** In-person with flexible scheduling
- **Expected Start Date:** June 2022
- **Salary:** \$55,000 - \$65,000 per year

The AAPD Program Coordinator is responsible for the execution of all the primary components related to the [AAPD Summer Internship Program](#), including the [Disability Advocacy Certificate Program](#). Please see below for AAPD's current COVID-19 protocols and the Summer Internship Program format. The Program Coordinator reports to the Programs Director to meet organizational goals and execute the day-to-day functions of both programs.

## Roles and Responsibilities

This role includes occasional work during evenings and weekends. Compensatory time or flexible scheduling is provided.

## AAPD Summer Internship Program

The person in this role will serve as the primary contact for the Summer Internship Program. The Coordinator will be passionate about building relationships and community within and among the internship cohort and the broader disability community. In addition, the Coordinator will be detail-oriented

and demonstrate strong communication skills, initiative, and dependability. This includes the following activities:

- Plan and create the summer schedule for interns, including Orientation week, weekly cohort events, and community and networking events
- Research and apply best practices for in-person, online, and hybrid engagement among emerging leaders with disabilities
- Coordinate placement sites and mentors for the intern cohort, including check-in calls
- Lead the recruitment, application reviews, interviews, and selection of future internship cohorts
- Collaborate with all of AAPD's teams (i.e., Communications, Policy, and Programs) to strengthen the impact of the Summer Internship Program
- Manage logistics to ensure all interns can access and participate in the Summer Internship Program, including but not limited to travel arrangement, housing, event spaces, accommodations, technology, equipment, and catering
- Assist in drafting content for several reports, such as the Annual Summer Internship Program report and grants
- Lead potential projects related to internship program expansion
- Other duties as assigned by the Programs Director

### Disability Advocacy Certificate Program

The Coordinator will be able to apply an intersectional disability framework to provide interns with strategies and tools in advocacy and leadership. This will include facilitating intense and challenging dialogues surrounding identities and experiences of intersecting forms of discrimination. The person hired should feel comfortable discussing issues impacting the disability community on the local, state, and national level. This includes the following activities:

- Lead and facilitate the Certificate Program classes, including setting up, moderating, supporting speakers, and hosting brief office-hours after class
- Track, review, and provide feedback on homework assignments
- Monitor and communicate relevant advocacy updates, articles, and opportunities
- Coordinate outreach to presenters and completing timely invoices
- Communicate reminders, updates, and surveys/evaluations to all interns via email and platforms (e.g. Google Shared Drive, GroupMe, etc.)

### Qualifications

Applicants should possess the following:

- Ability to communicate with diverse stakeholders in different formats, including comfort with public presentations, facilitating large group classes/discussions, interacting with students, and outreach to potential speakers
- Comfort making decisions about the direction of program and key logistics needs
- Exceptional organizational/planning skills and attention to detail
- Experience in handling sensitive data and other confidential information, and demonstrated discretion and strong judgment in such situations
- Background knowledge of disability rights, disability justice, and disability policy as well as current events affecting the disability community
- Demonstrates commitment to diversity, equity, and inclusion and an understanding of how to apply these framework to curriculum development and engagement
- Computer experience proficiency related to Microsoft Office (e.g. Word, PowerPoint), virtual platforms (e.g. Zoom, Monday.com, Google Shared Drive), e-mail, and researching information
- Past experiences demonstrate leadership and/or project management
- Past experiences demonstrate strong relationship building skills with individuals and large groups of people
- At least 2 years of experience related to job responsibilities (includes paid and unpaid experiences)

## COVID-19 Protocols

While the AAPD office continues to be fully remote until Fall 2022, the Programs Director and Program Coordinator are expected to be in-person during Orientation Week (May 29 - June 2) and on Fridays during Disability Advocacy Certificate Program classes (June 3 - August 5) to host the hybrid Summer Internship Program. The Summer Internship Program plans to host 17 interns in-person in Washington, DC and 5 interns fully remote.

During the internship program, AAPD requires all participants (interns, guest speakers, and AAPD staff) to be fully vaccinated and boosted for COVID-19, wear a N95 or equivalent mask during AAPD-sponsored events (e.g. orientation, placement sites, Disability Advocacy Certificate Program classes, etc), and take weekly rapid tests throughout summer. AAPD will provide personal protective equipment and tests.

AAPD continues to monitor the COVID-19 pandemic and follow CDC and local guidance.

## Benefits

AAPD offers an exceptional benefits package that includes paid time off; health, dental, and vision insurance; short-term and long-term disability insurance, all federal holidays off, end-of-the-year holiday paid leave between Christmas Day and New Years Day, flexible religious holidays, 403(b) retirement plan with employer contribution; professional development, and generous bereavement policy and transit benefits. AAPD also provides a relocation package.

## Application Process

Please submit your application materials on the following [job application link](#), including:

- Resume
- Cover letter (including salary requirements and if applicable, when you'd be able to relocate to the District of Columbia, Maryland, or Virginia area)
- Two professional references

If you have any inquiries, please email [jobs@aapd.com](mailto:jobs@aapd.com) with the subject line "Summer Internship Program Coordinator Inquiry."

**AAPD will accept applications until Monday, May 9, 2022 at 5:00pm ET.** Applications will be reviewed as they are received.

# Plain Word Text: Application

Thank you for your interest in applying for the AAPD Program Coordinator position. Please fill out the information below. If you have any questions, please email [jobs@aapd.com](mailto:jobs@aapd.com) with the subject line "Summer Internship Program Coordinator Inquiry."

\* indicates required information.

- First Name\*
- Last Name\*
- Pronouns
- Email address\*
- Phone number\*
- Cover letter\*
- Resume\*
- Reference 1\*
  - Full name

- Email address
  - Phone Number
  - Relationship
- Reference 2\*
  - Full Name
  - Email Address
  - Phone Number
  - Relationship