

Summer Internship Announcement

American Foundation for the Blind Center on Vision Loss

Job Title: Product Information Coordinator
Effective Date: 8 weeks (flexible start date, May 17-August 31)
Location: 11030 Ables Lane, Dallas, TX 75229
FLSA Status: Full-time, temporary
Salary: \$2,800.00 total for 8 weeks of work
Supervised by: Neva Fairchild, National Independent Living Associate

General Description:

The intern will be expected to update and expand assistive product & resource information on the American Foundation for the Blind (AFB) website for staff and the public to use; develop & implement a training program to teach volunteers to keep the data current; promote the AFB website to public and private product & service providers and similar resource organizations; and verify product availability for all items displayed at the Center On Vision Loss. In exchange, this opportunity offers the intern hands-on experience in a dynamic office setting. The intern will be able to transfer the skills gained into any setting in their chosen field requiring: project planning, synthesizing information organizing resources & information, and communicating effectively.

Duties:

Research organization strategies currently in use with product and resource data.

Use Internet Explorer to access a web based data system to verify, update, reorganize and expand assistive product and resource data.

Document steps to enter information into the web based data system, & develop a training protocol for staff to use with volunteers who will update the data in the future.

Develop, disseminate & track marketing materials & conduct outreach to manufacturers, product distributors, service providers and other blindness oriented organizations.

Competencies:

Excellent interpersonal skills.
Excellent oral & written communication skills.
Excellent organizational skills.

Qualifications:

Education:

Currently enrolled, undergraduate student who will be returning to college as a full time (minimum of 12 credits per semester) junior or senior in the fall semester of 2010 required.

Written verification must be provided by April 30, 2010, if selected.

Candidate majoring in Business, Information Science or a related area preferred.

Abilities:

Ability to think logically and develop steps to carry out a project

Ability to solve problems as they arise.

Ability to understand and follow instructions.

Computer Skills:

PC with Windows XP, IE & Office 2003 experience required.

Communicate via email, search the internet and input data in a specific format independently.

Physical Demands:

The physical demands described here are representative of those that must be made by an intern to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform essential functions.

The individual must be able to operate a computer and a telephone, be able to carry materials and equipment needed such as laptop computer, and portable projector (up to 15 pounds) to presentations and meetings. The person must have independent mobility skills and have personal transportation or be able to use public transportation.

Travel:

None required

Work Environment:

The intern will report for work from 9 am to 5 pm, Monday through Friday, at the Center on Vision Loss in Dallas, which meets ADA standards.

Application Process:

Qualified applicants may submit a letter of interest, a resume and 2 letters of reference from individuals familiar with the applicants computer skills via email to neva@afb.net by March 15, 2010. No phone calls, please.

Funding for this internship was generously provided by the ExxonMobil Community Summer Jobs Program.