Community Leaders Internship Program Job Description Form

Name of Non-Profit Organization: Islands of Brilliance

Position Title: Workshop Assistant

Hourly Wage: $10 Average Hours Per Week: 7-10

Desired Work Schedule: (list ideal work days and times of the week for this position)
Fall programming occurs Mondays-Saturdays online - most of the weekday programming occurs in the "after school" timeslot between 3:00-6:00. Saturday programming is scheduled to be in the mornings. There are likely opportunities to work on small projects for us outside of those times. Your work schedule will vary within these times.

Address: Our studio is at 415 E. Menomonee Street in Milwaukee, but we are not holding workshops there during the pandemic. All of our programming is done over Zoom and Discord.

Supervisor Name: Amy Mason
Supervisor Phone Number: 414-828-4505
Supervisor Email: amy@islandsofbrilliance.org

Essential Duties and Responsibilities:
Core duties and responsibilities:
1. Serve as a "tech host" for online workshops for students with autism, using Zoom (need reliable internet connection and computer)
2. Provide support in an online after school program (Doodle Lounge) for students with autism around creativity and collaboration. (no art or graphic design talent required)
3. Complete small projects related to updating spreadsheets or
4. Desired, but not required duty: Serve as a design mentor during online workshops for students on the autism spectrum - in order to be a design mentor, working knowledge of Adobe Photoshop and/or Illustrator is required

Here's a link to the Islands of Brilliance EventBrite site islandsofbrilliance.eventbrite.com

Required Qualifications:
Knowledge, Skills, and Abilities (check all that apply)

- Verbal Communication
- Microsoft Office Skills (Word, PowerPoint)
- Adobe (Photoshop, Illustrator, InDesign)
- Detail Orientation
- Initiative
- Written Communication
- Ability to Work Independently
- Ability to Work in a Team
- Presentation and Public Speaking Skills
- Problem Solving
- Flexibility/Adaptability/Creativity
- Organizational Skills
- Customer Service Skills
- Multi-tasking
Provide other required qualifications or information on this position:

Must have access to technology and internet that can handle Zoom communications
We use Google Drive and Gmail for all written communication
Other communication is done through Discord and Zoom

Skills/Experiences Gained from this Position:

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

**Intercultural Knowledge and Competence**

☐ Student employee will be able to articulate insights into their own cultural rules and biases.

**Critical and Creative Thinking Skills**

☑ Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

**Effective Communication Skills**

☑ Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

**Individual, Social, and Environmental Responsibility**

☐ Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position:

The student will develop skills related to communicating with people with disabilities (and their families) and will likely experience changed perceptions around people living with autism spectrum disorder.