



DSNMC Intern: Transitioning Youth and Adults

Intern Position Description

Down Syndrome Network of Montgomery County (DSNMC)

www.dsnmc.org

Hours: 20 hours/week at \$20/hour; *available as a one semester internship beginning 2/2026*

Location: Remote/home office and In-person programming

Reports to: Transitioning Youth and Adult Program Manager

Position Overview

The Down Syndrome Network of Montgomery County, MD (DSNMC) invites applications for the Transitioning Youth and Adult Program Internship. As the Transitioning Youth and Adult (TY&A) Intern, you will support DSNMC programming in the areas of self-advocacy, community involvement, lifelong learning, and college and career readiness for our Transitioning Youth (ages 14-21) and Adult (21+) members with Down syndrome.

The internship provides a variety of opportunities to support teens and adults with Down syndrome and their families, including in-person events and activities, virtual programming, educational series, and advocating for participant needs on both local and state levels.

DSNMC is focusing on four main priorities regarding transitioning youth and adults. The intern should expect to assist in any or all of the following areas:

1. Organization of a self-advocacy and public speaking program for teens and adults with Down syndrome
2. Implementation of a college and career readiness program to prepare DSNMC members for life beyond high school, including postsecondary education or employment
3. Increasing outreach to community partners and businesses to promote internship and employment opportunities for people with Down syndrome
4. Expanding programming for our teen and adult membership by offering a variety of educational, recreational, and volunteer events

Through this internship, the intern will experience a dynamic learning environment with a passionate team who is dedicated to empowering people with Down syndrome and their families. The intern will grow in their subject matter knowledge of disability employment and postsecondary education, independent living skills, and inclusive environments.

DSNMC is seeking a motivated and energetic individual with the ability to remain organized while supporting multiple projects. After initial training, this individual should be able to work independently without daily supervision. The intern must demonstrate sensitivity, awareness, and commitment to supporting individuals with Down syndrome and their families across our very diverse community.

The ideal candidate will be pursuing a degree in special education, occupational therapy, physical therapy, speech-language pathology, social work, or a related field. We especially welcome applications from candidates who are bilingual and biliterate in Spanish, though this is not a requirement for the position.

Role and Responsibilities

- Contribute to the development of age-appropriate programming and curriculum for our 14-21 and 21+ population
- Lead, co-lead, and support in-person and virtual events for the Transitioning Youth and Adult program
- Provide natural supports during work tasks for coworkers with Down syndrome
- Assist in data collection and reporting for grants and other funding sources
- Provide logistical support for major DSNMC events, such as the Step UP for Down Syndrome Walk, the Winter Dance, and the Summer Picnic
- Participate in regular one-on-one meetings to discuss the intern's progress, challenges, and questions
- Along with weekday shifts, intern must also be available for weekend and evening program support

Experience and Skills

- Strong interpersonal skills for interactions with coworkers, DSNMC members, and community partners
- Confidence to lead virtual and in-person programming
- Ability to track and prioritize many tasks simultaneously
- Proficiency in Google Office Suite
- Passion for serving people with intellectual and developmental disabilities
- Commitment to diversity, equity, and inclusion

Salary, Hours and Availability

This is a part-time position for 20 hours per week at the hourly wage of \$20/hour. This position is available as a one semester internship beginning in February 2026.

The intern will coordinate with the Transitioning Youth and Adult Program Manager to set their schedule for both in-person and remote work. Hours are flexible and can accommodate coursework or additional employment, though attendance at various evening and weekend events is expected and will be communicated in advance.

The intern will provide their own laptop and will work from their home office or other remote location, as office space and computers are not provided by DSNMC. Travel throughout Montgomery County is expected and the intern must have reliable transportation. This position does not include benefits.

About DSNMC

DSNMC is a 501(c)3 non-profit organization whose mission is to empower and support individuals with Down syndrome, their families, and the broader community through education, partnerships, resources, and advocacy.

We envision a world where all people with Down syndrome feel a sense of belonging and are welcomed with fairness, enthusiasm, and encouragement while achieving their full potential through meaningful inclusion and unlimited opportunities. For more information about DSNMC, visit our website at www.dsnmc.org.

How to Apply:

Please submit a cover letter and resume via email to Jen Emmel (jen@dsnmc.org) with "TY&A Intern Application" in the subject line. Your cover letter should include what interests you about the position and your relevant qualifications.

Applications are due by **January 31st, 2026**.

DSNMC is an Equal Opportunity Employer. All qualified candidates are encouraged to apply and will receive consideration for employment without regard to race, sex, sexual orientation, gender identity, age, religion, national origin, marital status, veteran status, disability, or other categories protected by law.