



ChattanoogaAutismCenter.org
Office (423) 423-531-6961
1400 McCallie Ave, Suite 100
Chattanooga, TN, 37404

Chattanooga Autism Center Intern Program 2023 Summer/Fall internships application process

Clinical experiences:

- Interns will have the opportunity to observe therapy sessions and autism assessments.
- Observing other treatment programs, such as ABA and music therapy.
- Greeting clients at the reception desk behind a window.
- Clinic management experience (client scheduling, clinical files, insurance claims, etc...)

Social services experiences:

- Connecting with parents, autistic adults, and others who are seeking support.
- Making connections with resources and service providers in our region.
- Developing a greater understanding of autistic individuals and characteristics of autism.
- Building writing and verbal communication skills as you help parents, autistic adults, and service providers connect to the resources they need.

Tasks, projects, responsibilities, and experiences that may be available to interns:

- Working with clinicians to schedule clients and manage client files.
- Answering phone calls and emails from families seeking resources and helping them find appropriate programs and resources.
- Creating content for weekly email newsletter.
- Updating content for website.
- Assisting in grant writing (or, depending on skill level, completely writing small grants).
- Assisting in nonprofit management tasks.

Requirements:

- Be available 12+ hours per week for at least 1 semester. Some tasks can be done offsite.
- Must be reliable - no unexcused absences or tardiness.
- Must demonstrate excellent writing skills, especially technical writing, and ability to communicate concisely and professionally via emails, fliers, web articles, etc.

To, apply, submit the following:

1. Resumé
2. Letter of interest that includes reasons why you would be a good fit for this internship
3. Emails and phone numbers for three references (employers, professors, etc.)

Email application to Amber Doolittle at amber@chattanoogaautismcenter.org.

Call 423-531-6961 opt 3 with questions.