



Content Auditor/Editor for WAA's Resource Directory

Internship

If you're a detail-oriented taskmaster looking to make a difference in the lives of those with ASD, we want to hear from you. The Resource Directory Auditor/Editor's key responsibilities include verifying the accuracy of existing resources in the directory as well as researching and including additional resources.

Expected Qualifications

Autistic individual or an ally

Research and data entry experience preferred

Familiarity with Google Sheets

Tasks this project is likely to involve include:

- Audit the entries in our Resource Directory by section
- Verification of existing information in various sections of the resource database
- Documentation of data in the resource base
- Making phone calls to organizations and businesses to verify working numbers and resource information

Position overview:

- Regular exposure to a team of staff and management, as well as the authority and scope to apply your expertise to community asset mapping.
- The candidate must have a strong understanding of effective and essential services for autistic individuals of all ages (pediatric, school age, adults, seniors)
- The position requires ongoing communication with family navigation, operations and data/technology staff
- Hands-on experience with researching and navigating autism specific services
- Experience with data documentation

- Ability to work independently with minimal supervision
- Good understanding of evidence based, trauma informed, neuro affirming therapies and services

This internship position requires 20 hours per week.

The ideal candidate will have great attention to detail, basic computer skills, experience working with data.