



Position Description

Athletic Fundraising Events Intern Alzheimer's Association, Massachusetts/New Hampshire Chapter

OVERVIEW

Founded in 1980, the mission of the Alzheimer's Association, Massachusetts/New Hampshire Chapter is to eliminate Alzheimer's disease through the advancement of research, to provide and enhance care and support for all affected, and to reduce the risk of dementia through the promotion of brain health. The Association operates out of its main office in Watertown, with regional offices in Springfield, Worcester, and Raynham, MA, and Bedford, NH.

RESPONSIBILITIES

Working with the Development team, the Athletic Fundraising Events Intern would:

- Gain experience in non-profit events, fundraising and development work
- Assist our Development Officer of Special Events with special projects
- Prepare materials and help with mailings
- Work in our internal database with data entry
- Disseminate information to athletes
- Assist with special event logistics
- Research local areas and work with office volunteers

QUALIFICATIONS

- Knowledge of Microsoft Office Suite and comfortable with database work
- Experience using Raiser's Edge a plus, but not required
- Good at following directions
- Flexible and willing to step in and provide hands-on assistance as needed
- Handle many projects at one time
- Outgoing, energetic personality
- Interest in athletic events and fundraising a plus

To apply, please send your cover letter and resume to Angela Floro, Development Officer, at angela.floro@alz.org.