



Position Description

Special 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 Special Events Intern would be responsible for the following:

- Assisting staff with coordinating annual special events, including the Walk to End Alzheimer's, Memory Ride, Run for the Memory, Make the Link Golf Tournament, and Night at the Pops
- Assisting with developing, creating, and editing PR materials used to promote special events
- Conducting resource information research, database management, mailings, and outreach to ensure that our target audience is notified of our upcoming events
- Contacting donors and thanking them for their support of our programs, services and research grants program

QUALIFICATIONS

Desired Skills:

Interest in pursuing a career in Special Events/Philanthropy • Must have initiative and be a self-starter, with the ability to function as a member of a team • Ability to communicate effectively, both verbally and in writing • Flexible and willing to step in and provide hands-on assistance as needed.

Knowledge of the following software is preferred:

Microsoft Office Suite (Word, Excel, Publisher, Outlook)

Experience with fundraising software such as Raiser's Edge or Blackbaud Sphere is preferred but not required.

To apply, please send your cover letter and resume to VolunteersMANH@alz.org.