



Development/Event Planning Internship

This internship is based in our Waltham office

Unpaid / 6-8 Hours per week minimum

Overview of Alzheimer's Association

Founded in 1980, the mission of the Alzheimer's Association 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 Massachusetts/New Hampshire Chapter operates out of its main office in Waltham, with regional offices in Springfield, Worcester, and Raynham, MA, and in Bedford, NH.

Internship Description

This intern will provide support to the Greater Boston Walk To End Alzheimer's and Alz Together leadership group.

Walk To End Alzheimer's

The Walk to End Alzheimer's is the largest annual fundraising and public awareness event for the Alzheimer's Association. Each fall, three Walks are held in New Hampshire and nine are held in Massachusetts.

Alz Together

AlzTogether is our young professionals (ages 21-40) group which raises awareness about the organization via advocacy, networking and fundraising events. The group meets monthly for socializing and plans two annual events: Comedy For a Cause and RivAlz – an annual female flag football game.

Responsibilities

- Attend monthly Walk and Alz Together Planning Committee meetings where possible
- Reach out to past Walk and RivAlz participants via phone and email to encourage repeat participation
- Conduct Internet research and prospecting
- Outreach to community and school groups to encourage participation in Walk
- Assist with logistics planning for event, including: permits, entertainment, food/beverages, etc.
- Track weekly Walk registration reports to determine what follow up is needed
- Assist with Welcome Calls and emails to new Walk registrants
- Assist with planning and promotion of Walk and AlzTogether events such as, Kickoff events, volunteer recruitment events, and community outreach events.

Qualifications

- Knowledge of Microsoft Office Suite and comfortable with Excel database work
- Desktop publishing skills including experience with Microsoft Publisher is preferable
- Comfort level with interacting with participants at networking events
- Flexibility and willingness to step in and provide hands-on assistance as needed
- Ability to handle many projects at one time
- Outgoing, energetic personality
- Interest in special events and fundraising a plus

To apply, please email cover letter and resume to:
Christine Brown at **volunteersmanh@alz.org**