



## **Logistics Support Internship: Walk to End Alzheimer's**

Based in Waltham, MA

**Unpaid / 10-12 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.

### **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.

### **Responsibilities**

- Assistance with administrative tasks including: assembling Team Captain Toolkits and fulfilling marketing materials orders (posters, brochures, etc.)
- Assist with the facilitation of Phone Bank events including volunteer coordination and organization of call lists in Excel. (Phone Banks consist of outreach calls to past Walk participants.)
- Conduct email outreach to past Walk attendees to encourage repeat participation
- Assist with outreach to schools and other community groups to increase awareness of Walk
- Contact area businesses to request items to be used as Walk incentive prizes

### **Qualifications**

- Interest in special event planning and fundraising
- Experience with Excel
- Comfortable with making phone calls
- Flexibility and willingness to step in and provide hands-on assistance as needed
- Ability to handle many projects at one time
- Outgoing, energetic personality

To apply, please email cover letter and resume to:  
Christine Brown at [volunteersmanh@alz.org](mailto:volunteersmanh@alz.org)