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**Community Engagement Internship**

This internship is based in our Waltham, MA office

**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.

**Responsibilities**

Working with the Greater Boston Regional Manager, the Community Engagement Intern will help expand networks and build relationships as well as plan, promote and coordinate local events and programs. The Community Engagement Intern for the Greater Boston and Northeastern Massachusetts region will act as a liaison to promote the Alzheimer’s Association mission and strengthen the services and support within the community.

**KEY ACTIVITIES:**

* Conduct community outreach to engage new community partners and host sites for education programs
* Identify engagement opportunities for the Alzheimer's Association in the community.
* Plan and coordinate events in the community along with Chapter staff and volunteers.
* Promote Alzheimer's Association education programs, conferences, and special events through local networks, bulletin boards, and online communities.
* Support program delivery by preparing resource materials.
* Ongoing collaboration with staff to establish local goals and strategy to expand the reach of our programs.
* Connect members of the community with additional Association services by making referrals to Alzheimer's Association programs & free 24/7 Helpline.

**QUALIFICATIONS:**

* Proactive and passionate about the mission of Alzheimer’s Association.
* Creative, self-starter who is able to successfully manage multiple tasks and priorities.
* Excellent verbal and written communications skills.
* Comfortable with email correspondence and use of technology (Google Apps, Spreadsheets)
* Ability to network, and collaborate with staff, volunteers, and community partners.

To apply, please email cover letter and resume to:

Christine Brown at [volunteersmanh@alz.org](mailto:volunteersmanh@alz.org)