



**Event Planning & Promotion Internship:
RIDE To End Alzheimer's and Run to End Alzheimer's**

Unpaid / 10-12 Hours per week minimum

This internship will be based in our Waltham, MA office.

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.

RIDE To End Alzheimer's

2019 marks the 23rd year of the RIDE To End Alzheimer's. The event includes a 30, 62 and 100 mile route option as well as a family fun ride. This fundraising event has over 500 participants and dozens of volunteers, who have raised over \$4M allocated strictly for research for Alzheimer's.

RUN To End Alzheimer's

This program offers individuals an opportunity to join a team of runners to train, fundraise and participate in several popular road races, half & full marathons including the prestigious Boston Marathon, and several triathlons all throughout MA. We provide a coach and training program, fundraising coaching, team gear and various events throughout the season.

Responsibilities

- Assist with phone and email outreach to past participants
- Assist with social media outreach/recruitment
- Identify and reach out to relevant athletic clubs/groups/companies to encourage participation
- Assist with event planning in areas such as logistics, promotion, volunteer recruitment, registration tracking, etc.
- Provide assistance with preparing and distributing event materials

Qualifications

- Knowledge of Microsoft Office Suite, Google Docs, and comfortable with database work
- Experience using Raiser's Edge a plus, but not required
- Flexibility and willingness to step in and provide hands-on assistance as needed
- Ability to handle many projects and manage tasks independently
- 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

Be sure to indicate for which semester you are applying