

**Early Stage Social Engagement Internship**

**Alzheimer’s Association, Massachusetts/New Hampshire Chapter**

**Unpaid, 10-15 Hours/Week**

**This internship is available in our Waltham, MA office**

**OVERVIEW**

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**

The Early Stage Engagement intern will plan, implement and assure positive experiences during social engagement events/activities for people living with memory loss and their care partners.

Reporting to the Manager of Early Stage Engagement, this intern will:

* Consult with staff to schedule early stage engagement activities, secure event logistics, assure group safety, and coordinate volunteers to provide hospitality.
* At social engagement events, provide hospitality and support needed to attendees by working with additional volunteers to provide a positive experience for ES groups.
* Responsible for the management of early stage event attendance statistics & rosters.
* Collect, distribute, and manage additional materials & literature needed by early stage attendees at events.
* Provide feedback on transition/termination of group members, participation in ongoing training and record keeping.
* Connect members of the community with additional Association services by proactively making referrals to Alzheimer's Association programs & free 24/7 Helpline.

**QUALIFICATIONS**

* Demonstrated success in working independently and with a team.
* Organized with a strong attention to detail.
* Successful in engaging people with dementia.
* Ability to create and maintain a safe environment where participants’ thoughts and feelings are valued and group members are treated with fairness, equity and respect.
* Commitment to promote the mission and services of the Association and willingness to act as an extension of the Association.
* Excellent verbal and written communications skills.

To apply, please email cover letter and resume to:

Christine Brown at volunteersmanh@alz.org