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## Massachusetts/New Hampshire Chapter

### **TrialMatch at Walk Project Manager Internship** **Alzheimer's Association Massachusetts/New Hampshire Chapter** **Unpaid/20 hours per week minimum (June 2019 - September 2019)**

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

#### **Overview of Alzheimer's Association**

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

#### **Position Overview**

There is no cure for Alzheimer's disease, but there are many clinical studies actively enrolling participants to test novel therapies, explore innovative diagnostic techniques, improve the quality of life of caregivers, and ultimately prevent the disease. However, over 50,000 volunteers, both with and without Alzheimer's disease are needed to participate in the more than 250 studies happening across the United States. Recruiting and retaining participants for clinical studies is the largest barrier to advancing Alzheimer's disease research, second only to funding. To overcome this challenge, the Alzheimer's Association has developed TrialMatch, a free tool that matches individuals to clinical studies in their area they may be qualified for. As part of our TrialMatch outreach strategy, TrialMatch will be promoted at our 12 local Walk to End Alzheimer's events. The Project Manager Volunteer will provide support for logistics, volunteer recruitment, and volunteer trainings.

#### **Responsibilities**

- Develop strong understanding of the TrialMatch program
- Assist with formation of TrialMatch messaging at Walk
- Oversee outreach logistics
- Recruit TrialMatch Lead Volunteers and Day-of Volunteers for each Walk
- Train Lead Volunteers and Day-of Volunteers via webinar

#### **Qualifications**

- Prior project management experience
- Strong interpersonal and communication skills
- Comfortable recruiting and supervising volunteers
- Excellent planning and organizational skills
- Strong interest in clinical trials and research studies
- Comfortable using a computer, working in Microsoft Office, and learning new software
- Ability to work out of the Waltham Alzheimer's Association office at least one day a week

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