**Public Relations and Communications Internship**

Alzheimer’s Association Rhode Island Chapter

Unpaid/ 10 hours per week minimum

**Overview**

The mission of the Alzheimer’s Association Rhode Island 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.

**Responsibilities**

Working with the Director of Public Policy and Media Relations, the Communications Intern will help to expand the Alzheimer’s Association’s presence in the media and online throughout Rhode Island. Additionally the intern will:

* Ensure that all media lists for Rhode Island are up to date
* Research and outreach to special events participants for our Walk to End Alzheimer’s and Longest Day who are interested in sharing their story with the media
* Assist with social media engagement for the association
* Assist with the research of earned media placement as directed by the Director of Public Policy
* Post calendar listings to appropriate communities in RI for all programs and events
* Help create flyers and marketing collateral for events and programs
* Update and maintain web site for the association in Rhode Island
* Assist with mailings related to programs and special events
* Assist in administrative activities surrounding Association programs and events. Activities to consist of follow up phone calls, data entry, mailings

**Qualifications**

* Preferably student actively enrolled in an accredited college or university
* Ability to work evenings and weekends
* Reliable personal vehicle, valid driver’s license and proof of valid insurance preferred but not required
* Self-starter with the ability to manage tasks independently
* Outgoing, energetic personality
* Comfortable making phone calls and interacting with the general public
* Familiarity with Microsoft Office (Excel, Word, Publisher, PowerPoint) required
* Comfortable with writing, editing, and proofreading

To apply, please email cover letter and resume to:

Eric Creamer at [ercreamer@alz.org](mailto:ercreamer@alz.org)

Please indicate for which semester you are applying