



Position Title: Special Events and Fundraising Internship

Organization Overview: We mobilize people and resources to drive research for a cure and to address the challenges of everyone affected by MS. MS stops people from moving; we are here to make sure it doesn't.

Position Summary:

The Colorado Wyoming Chapter of the National MS Society is looking for an energetic, driven and dependable individual to support Walk MS and Bike MS.

This position will work closely with NMSS staff to manage select teams, organize and help facilitate pre-walk/bike events and secure/execute logistical aspects for the day of each event including but not limited to the Cheyenne, Laramie, and Casper Walk MS; and Bike MS Wyoming.

Job Responsibilities:

- Work closely with NMSS staff.
- Create a system for ongoing team correspondence (i.e. cards are sent to them on special dates, etc...)
- Brainstorm and secure fun and unique incentives and prizes for team.
- Solicit and secure food and beverages for local team events
- Assist with organizing team weeks for Walk teams
- Assist with the execution of logistics
- Provide general office support
- Serve as liaison to teams

Work environment:

Time will be spent in the Cheyenne Wyoming Office; meeting with participants, working with NMSS Staff, and attending events.

Location: 525 Randall Ave, Cheyenne WY 82001

Benefits:

- The opportunity to make a difference in the lives of those affected by multiple sclerosis.
- Necessary tools, training and in-office workstation including computer, phone and email account will be provided.
- We seek to accommodate your internship requirements as well as your student schedule
- May offer stipend based on experience

This position is designed to cater to the intern's interests and skill set and therefore, will allow for flexibility. This position will also accommodate class schedule, work, holidays, exams, etc. Most of the work will take place in office and professional settings with various events outside the office

Qualifications:

Skills:

- Willing to work hard, ask questions, think strategically, and brainstorm for fun new ideas
- Strong communication skills over the phone, in person, and via e-mail
- Ability to create a professional presentation
- Strong sense of purpose and a passion for working in an open, friendly environment

Education Preference: No preference

Experience:

Proficient in a windows-based environment using Microsoft Word, Excel, and Outlook

Commitment Required:

Hours:

Minimum of 12 hours per week during business hours (8:30am-4:30pm). Some events fall on nights and weekends. Hours and timeframe are flexible upon requirements of the internship and student's schedule. Must be able to attend Cheyenne Walk MS- April 13th, possibly Casper Walk MS- April 20th, and Bike MS Wyoming - August 17, 18

Length:

The beginning March 2013 through September 2013

Please submit a resume and cover letter by Tuesday, 2.26.13.

Application Process:

Please mail or email your resume and a cover letter describing your interest in this position to:

The National MS Society Wyoming Chapter

Attn: Amanda Douglass

900 S. Broadway, 2nd Floor

Denver, CO 80209

Amanda.douglass@nmss.org

Fax: 303.698.7421