Intern Position Description – Mid America Chapter

National Multiple Sclerosis Society

Title: Community Development Intern

Key Responsibilities:

- Coordinate sponsorships and volunteers for Traveling Turkeys program for Fall 2013
- Create and coordinate program and marketing plan for Snowflake Social Holiday Party (January 2014)
- Investigate and coordinate participation in community outreach opportunities, such as health fairs and other networking opportunities within the community.

Initial Impact:

- Coordination and execution of Traveling Turkeys program
- Development of Snowflake Social Holiday Party event plan
- Coordination and execution of community outreach opportunities

Sustained Outcomes:

- Provide Thanksgiving meals to over 25 local families for Traveling Turkeys program producing the outcomes of new connections, improved quality of life and volunteer engagement.
- Create a worthwhile experience for Snowflake Social Holiday party attendees producing the outcomes of connections and volunteer engagement.
- Provide opportunities within our community for increased knowledge and awareness of multiple sclerosis and the programs and services that the National MS Society has to offer

Training and Support:

Approximately 7-10 hours of initial intern orientation is provided along with staff and chapter introduction. Overview of basic office equipment required to perform this position. Ongoing feedback and training is available from supervisor.

Commitment:

Office hours are Monday thru Friday, 8:30 a.m. to 4:30 p.m.; **15-20** hours per week (hours volunteered and day of the week are flexible and based upon assignments and volunteer availability).

Qualifications:

- Detail oriented
- Ability to effectively communicate with others
- Professional demeanor
- Ability to work independently
- Basic computer skills
- Access to dependable transportation
- Previous event planning experience would be a plus!

Benefits:

- Opportunity to enhance your resume and acquire a future reference
- Excellent opportunity to gain nonprofit development, event planning, and program experience
- Chance to form professional and personal relationships with businesses, organizations, and volunteers around Wichita
- Casual, fun, and learning-oriented work environment

Position reports to: Kari Rinker, Community Development Manager, Wichita office
Contact information: kari.rinker@nmss.org 316.854.0776