National Multiple Sclerosis Society
Upstate New York Chapter

Nonprofit Event & Client Programs and Services Internship Job Description

Position Summary

The Nonprofit Event &Client Programs and Services Intern works directly with the chapter's Development Department and the Programs and Services Department. Interns will assist with planning and projects for special events and client programs. Students will gain experience in fundraising, event logistics, program planning, and community outreach. Internships are available year round with the opportunity for flexible schedules. Internships are unpaid.

Key Responsibilities

Development Department (50%)

- Assist with implementing logistics for special events.
- Assist with publishing email blasts and compiling event materials.
- Create content to communicate with appropriate outlets about special events.

Programs and Services (50%)

- Assist with program planning.
- Support client outreach efforts.
- Assist with client relations data tracking.

Qualifications and Desired Skills

- Pursuing a Bachelor's Degree.
- Interest in human service organizations, nonprofit administration, fundraising, etc.
- Detail oriented.
- Experience with event planning is helpful.
- Proficiency in Microsoft Word, PowerPoint, Excel, and Publisher.
- Excellent written and verbal communication skills.

Time Commitment

At least three month internship agreement. We will work with educational institution to meet academic credit requirements if applicable.

Benefits

- Opportunity to build relationships and meet new people.
- Chance to develop professional skills in non-profit, cause-oriented setting.
- Opportunity to build your portfolio and strengthen your résumé with experience at a nationally recognized organization.
- Gain an understanding of how special events fit into the greater mission of a nonprofit.
- Chance to gain new perspectives and make a positive difference in the community.
- Being part of the movement to do something about MS.

Do you have questions about an internship at the National MS Society, Upstate NY Chapter?
Contact Ashley Greenman at ashley.greenman@nmss.org or 1.800.344.4867 - option 2.
Visit us on the web: www.msupstateny.org.