National Multiple Sclerosis Society
Upstate New York Chapter

Client Programs and Outreach Internship
Job Description

Position Summary

The Client Programs and Outreach Intern works directly with the Programs and Services Department and the Volunteer Engagement Department to serve people affected by MS and recruit volunteers to support the organization. The intent of this internship is to acquaint the student with various departments and key aspects of nonprofit operations of a nationally recognized organization. The structure of the internship is project-based by department. Full and part-time internships are available year round with the opportunity for flexible schedules. Internships are unpaid.

Key Responsibilities

Programs and Services (75%)

- Assist in planning and implementation of Chapter programs and services.
- Research various resources throughout the chapter area.
- Assist in assessing the chapter's financial assistance program by surveying recipients.
- Assist program department with outreach to rural communities and underserved populations.
- Develop brochures and flyers for educational programs.

Volunteer Engagement (25%)

- Assist in volunteer recruitment, recognition, training, and community outreach.
- Develop formal recognition program/event for volunteers.
- Create recruitment e-mail and social media campaigns.

Qualifications and Desired Skills

- Detail oriented.
- Compassionate and empathetic.
- Creative, some graphic design experience is helpful.
- Pursuing a degree in human services, social work, or a related field.
- Proficiency in Microsoft Word, PowerPoint, Excel, and Publisher.
- Personable, outgoing, and self-motivated.
- 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.
- 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.