National
Multiple Sclerosis
Society
Oregon Chapter

INTERNSHIP DESCRIPTION
Chapter Programs Intern

TITLE:	Chapter Programs Intern
DEPARTMENT:	Chapter Programs
REPORTS TO:	Carol Choutka
LOCATION:	Chapter office
TIME COMMITMENT:	Minimum 8 hours per week

POSITION SUMMARY

Our mission at the National MS Society is to mobilize people and resources, to drive research for a cure, and to address the challenges of everyone affected by MS. We keep our communities moving forward by breaking down barriers and providing opportunities so that everyone who wants to do something about MS can contribute.

Working in the Chapter Programs Department, the intern will be responsible for performing a wide variety of duties for chapter programs and services, and advocacy. The intern will be responsible for increasing awareness about MS, and advancing the programs, services, advocacy and community outreach efforts of the Chapter.

RESPONSIBILITIES MAY INCLUDE:

Advocacy
- Research and compile legislator information and relevant legislative material.
- Coordinate legislative visits of the Oregon Chapter delegation for the Public Policy Conference in Washington, D.C.
- Coordinate local legislative visits and materials.
- Monitor state and federal legislation.
- Prepare materials and communications for chapter activists.
- Assist with communications and materials for committee meetings.

Community Programs & Self-Help Groups
- Maintain knowledge of current programs and services offered by the Oregon Chapter.
- Assist with the coordination, marketing and implementation of programs.
- Research potential community program sites.
- Maintain database registration and attendance lists, and communicate with registrants.
- Maintain database of self-help groups and leaders.
- Prepare materials for programs and self-help groups.
- Compile program outcome measure statistics.
- Prepare materials and communications for self-help group leaders.
- Assist with communications and materials for committee meetings.

Community Outreach
- Research and compile information on community resources and contacts.
- Coordinate community outreach visits and materials.
- Database entry of community outreach contacts.
- Assist with correspondence and mailings.
- Other duties as assigned.

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SKILLS AND QUALIFICATIONS

- Commitment to the mission of the National MS Society
- Commitment to maintain confidentiality
- Excellent listening, verbal and written communication skills
- Detail oriented with strong organizational skills
- Proficient in Microsoft Office Suite
- Ability to work as part of a team and independently
- Any academic discipline eligible

BENEFITS

- Excellent opportunity to learn new skills in the programs field
- Meet new people
- Become part of the movement to do something about MS

TRAINING & EVALUATION

- Chapter Volunteer Orientation
- Ongoing training, supervision and support
- Regular evaluation is provided and is based on the accomplishment of the agreed upon objectives and overall performance. Intern will have the opportunity to give feedback about their own performance and support needed from the Chapter

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LENGTH OF COMMITMENT

- Minimum of 8 hours per week, for at least 12 weeks, desired
- Work schedule is flexible according to classes and needs. However, a regular weekly schedule will be established

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CONFIDENTIALITY

The National Multiple Sclerosis Society has an obligation to safeguard the confidential nature of personal information and shall not disclose, in an individually identifiable way, information about a particular person without the person's expressed authorization. All volunteers are expected to safeguard confidential information to the degree that their volunteer position is given access to the identity and details of persons living with multiple sclerosis and their families. Due to the nature of the position, a background check is required.

APPLICATION INSTRUCTIONS

- For more information, go to www.defeatms.com or contact wendy.allison@nmss.org | 503.445.8356.
- Position is open until filled.