National
Multiple Sclerosis
Society
Oregon Chapter

INTERNSHIP DESCRIPTION
Special Events Intern

TITLE: Special Events Intern –Bike MS

DEPARTMENT: Development

REPORTS TO: Michelle Williamson, Bike MS Manager and Dana Voelker, Director of Development

LOCATION: Oregon Chapter Office

TIME COMMITMENT: 10 hours per week

JOB 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 Development Department, the Special Events Intern will be responsible for assisting with the execution phase of the Bike MS 2013 campaign. The intern will provide event support to the Development Team and assist with distribution, recruitment, and fundraising.

JOB RESPONSIBILITIES

Event Planning and Logistics
- Work with vendors as needed to move event logistics forward
- Complete online/hard copy sponsor requests as required
- Organize and assist with purchasing of event supplies as needed
- Oversee the packing of event supplies
- Complete in-kind sponsor forms and requests as needed
- Support the Development Team as needed

Marketing and Recruitment
- Assist with recruitment and fundraising such as distribution of collateral materials and Lunch and Learns at area businesses
- Online community calendar postings
- Assist with ongoing mailing projects throughout Bike MS campaign (registration packets, holiday cards, etc.)
- Attend Bike MS kick-off events, community cycling events, and weekend rest stops

Fundraising and Campaign Support
- Support event campaign goals by conducting phone calls during Bike MS Team Weeks designed to engage participants in fundraising and recruitment efforts
- Assist in developing prospect lists of neighborhood, university, corporate, and other groups for event recruitment

Customer Service
- Utilize databases (Altair and Convio) for ongoing records retention
- Answer general customer service calls/emails regarding registration and logistics questions
- Other duties as assigned

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SKILLS AND QUALIFICATIONS

- Ability to represent the National MS Society in a professional manner
- Ability to engage others in conversation and solicit needed information
- Detail oriented and strong organizational skills
- Proficient in Microsoft Office Suite
- Great written and verbal communication skills
- Ability to coordinate multiple deadline-driven tasks
- Ability to effectively communicate to various sizes of target audiences/groups
- Ability to work part of a team or independently
- Must be willing to ask questions, think creatively, and brainstorm for fun new ideas

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BENEFITS

- Gain relevant work experience in the development/fundraising events field
- Opportunity to learn about multiple sclerosis and the leading national organization supporting people impacted by MS and advancing MS research

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TRAINING & EVALUATION

- Ongoing training, supervision and support
- Regular evaluation is provided and is based on the accomplishment of the agreed upon objectives and overall job 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

- 10+ hours per week through August 2013

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.

APPLICATION INSTRUCTIONS

- Interested applicants should send an application, resume, and cover letter to:
  National Multiple Sclerosis Society, Oregon Chapter
  Attention: Wendy Kuessel Allison
  5331 SW Macadam Avenue, Suite 290
  Portland, OR 97239
- For more information, go to www.defeatms.com or contact wendy.allison@nmss.org
- Application deadline: Open until filled.