National
Multiple Sclerosis
Society
Greater
Northwest
Chapter

Internship Description

TITLE: Walk MS Volunteer Intern
DEPARTMENT: Community Relations
REPORTS TO: Cara Chamberlin, Volunteer Coordinator
COMMITMENT: Approximately 4-6 hours per week Jan—Mid-April; 8 – 10 hours on each of the WA Walk MS Dates (April 13th and 14th)

JOB SUMMARY

The Greater Northwest Chapter seeks a dedicated intern to assist with the Walk MS volunteer recruitment campaign. Walk MS provides a fun, community-building activity for everyone involved and supports an important cause. It is the Chapter's largest fundraising event, with over 12,000 participants and 600 volunteers at 20 walk sites across Washington, Alaska & Montana. Intern will help with identifying recruitment avenues, preparing volunteer training materials and general support.

JOB RESPONSIBILITIES

- Research, identify and invite groups and individuals to volunteer
- Assist with the creation of training materials
- Support with the coordination of reminder mailings for participants
- Create the volunteers binders for each Walk MS event site
- Assist with data collection and management

SKILLS AND QUALIFICATIONS

- Computer proficiency in Microsoft Office suite
- Proficient in internet research skills
- Excellent communication skills including the ability to conduct written and verbal outreach for the purpose of recruiting new volunteers
- Ability to work independently and as part of a team

BENEFITS

- A meaningful opportunity that benefits the local community
- Opportunity to learn and contribute in a twice honored Best Nonprofit Workplace (2008, 2009)
- Gain relevant work experience in relationship management, prospect research and event recruitment
- Opportunity to learn about multiple sclerosis and the leading national organization supporting people impacted by MS and advancing MS research

- Experience with customer relationship management software (Altair) for managing donor and prospect relationships
- Opportunity to contribute new ideas for enhancing volunteer experience in Walk MS events

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APPLICATION PROCESS

Submit the following to cara.chamberlin@nmss.org:

- Resume and cover letter.
- Two or three writing samples.
- Two contacts (phone & email) to provide a reference. Please no family members but a professor, employer, RA, community service supervisor or other is recommended.

CONFIDENTIALITY

The Greater Northwest Chapter of 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.

For more information about this volunteer position, please email
cara.chamberlin@nmss.org