



**National
Multiple Sclerosis
Society**

Fall Intern 2010
VOLUNTEER DEVELOPMENT INTERN
National Multiple Sclerosis Society, Central PA Chapter
2040 Linglestown Road, Suite 104
Harrisburg, PA 17110

Department/Program: Community Development

Position Title: Volunteer Development Intern

Key Responsibilities:

- Recruitment of volunteers for fundraising events, interns and office assistance
- Manage placement and assignments for event volunteers
- Respond to inquires on a timely basis
- Coordinate in-office volunteers as needed
- Research and engage new potential sources of volunteers
- Write job descriptions for volunteer positions
- Update and enhance on-line volunteer recruitment sites like VolunteerMatch and Chapter Web site
- Assist with planning, coordination and logistical support of the Annual Meeting (Volunteer Recognition Event-Wednesday, October 27, 2010, at the Hershey Country Club, Hershey, PA)
- Available and present for the following date and the week prior of the Annual Meeting: **Wednesday, October 27, 2010 (All day and into the evening until around 9:00 PM)**
- Assist with the planning and coordination of MS Awareness Week 2010-March 2010
- All other duties as necessary or assigned

Initial Impact: The Fall Intern is crucial in helping the Chapter in its planning and execution of our Annual Meeting and MS Awareness Week.

Sustainable/Long-Term Outcomes: The Fall Intern will create long-lasting partnerships and templates that the Chapter will use for years to come. This will increase awareness and funding to assist the Society to spread the word about MS and ultimately achieve its goal of a world free of MS.

Training: Customer Service Training

Commitment: Full or part-time. Minimum commitment of 10-weeks (September-December, 2010) 15-40 hours a week. Internship is unpaid. Report to: Barbara Bradshaw, Director of Development.

Qualifications:

- Excellent oral and written communication skills
- High interest in learning about nonprofit volunteer engagement, marketing, special events and community advocacy
- Comfortable speaking with others and working with a variety of people
- Basic understanding of the benefits of customer service
- Strong organizational and multi-tasking skills
- Ability to work well independently and with a group
- Capable of taking initiative
- Flexible and adaptable
- Proficient with Microsoft Word and Excel programs/Knowledge of Microsoft Power Point and Publisher a plus

Benefits:

- Excellent opportunity to obtain professional references
- Learn how mass market events that engage thousands of participants and volunteers are implemented for a large, nationally respected nonprofit organization
- Acquire new skills and knowledge of software
- Opportunity to meet new people with diverse backgrounds
- Chance to contribute to a professional and friendly workplace that embraces each individual's skills and abilities
- Opportunity to Join the Movement to do something about MS Now

Send cover letter, resume, schedule of availability and writing sample to:

National Multiple Sclerosis Society, Central PA Chapter

ATTN: Barbara K. Bradshaw, Director of Community Development

2040 Linglestown Road, Suite 104

Harrisburg, PA 17011

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1-717-652-2108

FAX 1-717-652-2590

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