



**National
Multiple Sclerosis
Society**

Summer Intern 2010
PUBLIC RELATIONS AND EVENTS INTERN
National Multiple Sclerosis Society, Central PA Chapter
2040 Linglestown Road, Suite 104
Harrisburg, PA 17110

Department/Program: Development

Position Title: Public Relations and Events Intern-bike MS 2010 & MS Polo 2010

Key Responsibilities:

- Draft a variety of Chapter communications, including press releases, newsletters, articles, recruitment pieces and pitch letters
- Solicit and obtain contributions from potential sponsors and donors
- Engage and collaborate with volunteer committees, groups and individuals
- Serve as a community advocate educating supporters about multiple sclerosis
- Assist with maintaining and managing databases
- Develop marketing pieces
- Assist with logistical aspects of events
- Prepare event mailings
- **Must be present the day of and the week prior to the following dates of our major fund raising events: Mason Dixon Challenge 2010 bike MS on June 26, 2010, To Paradise & Back bike MS 2010 on July 24-25, 2010, and MS Polo 2010 on August 13-14, 2010.**
- All other duties as necessary or assigned

Initial Impact: The Summer Intern is crucial in helping the Chapter in its planning and execution of our major fundraising events.

Sustainable/Long-Term Outcomes: The Summer Intern will create long-lasting partnerships and templates that the Chapter will use for years to come. This will result in increased 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 (May-August, 2010) 10-40 hours a week. Internship is unpaid. Report to: Scott Garner, Director of Development.

Qualifications:

- Excellent oral and written communication skills
- High interest in learning about public relations, marketing, special events, development, client services and advocacy
- Comfortable speaking with others and working with a variety of people
- Familiarity with the media
- Basic understanding of the benefits of customer service
- Strong organizational and multi-tasking skills
- Ability to work well independently and with groups
- 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
1-800-227-2108
1-717-652-2108
FAX 1-717-652-2590
barbara.bradshaw@nmss.org**