



**National  
Multiple Sclerosis  
Society**

**Summer 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 inquiries 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
- 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 fundraising events: walk MS, bike MS and MS Polo 2010.

**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 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 (May-August, 2010) 10-40 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**  
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