



**Spring Intern 2011 -- PUBLIC RELATIONS AND EVENTS INTERN – walk MS**  
**National Multiple Sclerosis Society, Central PA Chapter**  
**2040 Linglestown Road, Suite 104, Harrisburg, PA 17110**

**Department/Program: Development**

**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
- Available and present the following dates: Sunday, **April 10** and Saturday **May 21**
- Assist with maintaining and managing databases
- Develop marketing pieces
- Assist with logistical aspects of events
- Prepare event mailings
- All other duties as necessary or assigned

**Initial Impact:** The Summer Intern is crucial in helping the Chapter in its planning and execution of three 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 / 20-40 hours a week. Internship is unpaid. Report to: Natasha Booton Senior Campaign Manager

**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 & to Join the Movement to do something about MS Now
- Chance to contribute to a professional and friendly workplace that embraces each individual's skills and abilities

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

**National Multiple Sclerosis Society, Central PA Chapter**

**ATTN: Scott Garner Director of Development**

**2040 Linglestown Road, Suite 104**

**Harrisburg, PA 17011**

**PHONE 1-800-227-2108; 1-717-652-2108 / FAX 1-717-652-2590**

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