



National Multiple Sclerosis Society - Central Pennsylvania Chapter
2040 Linglestown Road, Suite 104, Harrisburg, PA, 17110
717-652-2108

<http://www.pac.nationalmssociety.org/>

Public Policy Internship – 1 spring 2011 & 1 summer 2011

Position: The Public Policy Intern works directly with the Public Policy Manager for the three Pennsylvania Chapters of the National MS Society.

Responsibilities:

- Assist in keeping public officials aware of issues that affect their constituents.
 - Seek opportunities for MS activists to meet and develop relationships with local public officials.
 - Develop talking points for meetings.
 - Facilitate meetings as needed.
- Attend pertinent committee meetings, public hearings, and coalition meetings as assigned.
- Track legislation related to National MS Society (NMSS) priorities.
 - Assist in coordinating response campaign.
 - As directed, arrange meetings with legislators and staff members – GRC, chapter staff, clients.
- Assist in moderating and posting to MS Policy Blog.
- Arrange Governmental Relations conference calls and meetings.
 - Assist in developing agenda.
 - Prepare minutes and issue to PA Chapters.
- Interact with local advocacy leaders to develop collaborative relationships.
- Assist in planning Advocacy day and MS Awareness Day
- Assist in scheduling local advocacy contacts with local and state representatives.
- Recruit advocacy volunteers by attending such local MS Society events as MS Walk.

Qualifications:

- Must be currently enrolled in undergraduate course work or a graduate program.
- Prefer major coursework in Public Policy, Political Science, Public Administration, Nonprofit Management or Social Work.

Time commitment and Compensation:

- Summer - full time (40 hours per week) internship; unpaid.
- Fall/Spring - ten to twenty hours per week through semester. Prefer 3 to 4 hour block of time, two to three times per week. Majority of work hours will be at Chapter Office; unpaid.

Other requirements: Appropriate attire (Business casual); must have reliable transportation to Harrisburg office and legislature as required.

Orientation and Training:

All interns will receive orientation during their first week at the chapter office. Interns will receive information about multiple sclerosis, the National MS Society, and the Central PA Chapter. Interns will be trained on Customer Services modules.

The National Multiple Sclerosis Society

The mission of the National MS Society is to end the devastating effects of MS. The Society is the largest private sponsor of MS research in the world. We support research and training projects aimed at finding the cause of MS, better treatments and a cure. The Central Pennsylvania Chapter provides programs and direct services to more than 6,100 people with MS and their families in 30 Counties in Central Pennsylvania.

The chapter provides:

- Education to people with MS, family members and health care professionals
- Information and Referral; Self-Help Groups; Counseling and Support; Financial Assistance
- Exercise and other Wellness Programs; Advocacy at the local, state and federal level
- Care Management ; Newly diagnosed programs; Respite Care ; Programs for Family and Children

Application Instructions: Submit the following application materials to Chapter contact person by e-mail, mail or hand delivery

- Internship Application (see following pages)
- Current resume & two writing samples (ex. Press Release, Article, Marketing Piece, Research paper)

Interested applicants should send application, resume, writing samples and cover letter to:

Jennifer Strayer, Public Policy Manager, National MS Society, Central Pennsylvania Chapter

(See above for mailing address & phone number)

Jennifer.strayer@nmss.org



National MS Society,
2040 Linglestown Road, Suite 104
Harrisburg, PA, 17110
717-652-2108
717-652-2590 Fax
www.nationalMSsociety.org

Application for Internship

Application Instructions:

All applicants should submit the following documents for consideration.

- Internship Application
- Current resume and cover letter
- Two writing samples (ex. Press Release, Newsletter, Marketing piece, Article)

Documents may be submitted via e-mail or standard mail delivery to Jennifer Strayer, Public Policy Manager, jennifer.strayer@nmss.org

General Information

Date		Internship Position desired	
Last Name		First Name	M.I.
Street Address/Apartment Number			
City	State		Zip Code
Permanent address (if different from above)			
City	State		Zip Code

Date of Birth	Are you over 18?		Yes	No	Gender
College or University attending			Year	Major/Career Interest	
GPA (cumulative)			Expected Graduation Date		
Home Number			Cell Number		
Email Address			Fax Number		
Best Time to Reach You (Time & Location)					

Are you currently employed?		Hours worked weekly?	
Employer			
Work Telephone		May we contact you at work? Yes No	
Emergency Contact Name	Relation	Phone	

Please answer the following questions. If you need additional space for your answers, you may add a separate page.

Have you volunteered/worked with the NMSS before? If so, please share with us what you have done and when. If not, how did you learn of us? _____

Why do you want to intern with the National Multiple Sclerosis Society? Do you have a connection to multiple sclerosis? _____

What skills/talents do you have that would contribute to your success in this position? _____

How would this experience benefit your future career objectives? _____

Skills

- Do you have training or experience in any of the following areas? (check all that apply)
- | | | |
|---|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Photography/Video |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Advertising/PR | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Audio/Visual Systems | <input type="checkbox"/> Group Facilitating | <input type="checkbox"/> Receptionist |
| <input type="checkbox"/> Bilingual | <input type="checkbox"/> Health Fairs | <input type="checkbox"/> RN |
| <input type="checkbox"/> (Please Specify) _____ | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Blogs | <input type="checkbox"/> Internet | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Computer Programming | <input type="checkbox"/> Legal | <input type="checkbox"/> Other |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> (Please Specify) _____ | <input type="checkbox"/> (Please Specify) _____ |
| <input type="checkbox"/> Database Programs | <input type="checkbox"/> Media | |
| <input type="checkbox"/> Event Coordination | <input type="checkbox"/> Podcasts | |

Technology (check all you are proficient in using)
 MS Office Publisher Excel InDesign Outlook Other _____

Do you have remote access to a computer? Yes No

Work/Volunteer Experience (*Please complete if no resume is attached*)

Employer/Organization	Dates of Service	Description of Service

Interests

Please check the types of internship activities that interest you (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Administrative/Technical | <input type="checkbox"/> Public Relations/Communications |
| <input type="checkbox"/> Event Coordination/Fundraising | <input type="checkbox"/> Social Work/Programs |
| <input type="checkbox"/> Public Policy/Advocacy | <input type="checkbox"/> Business Administration |
| | <input type="checkbox"/> Other _____ |

Accommodations

Are there physical accommodations that will help you in your internship assignment? If yes, please describe. _____

Do you have access to transportation? _____

Availability

Please indicate what days/times you will be available to work during your internship:

	MON	TUES	WED	THUR	FRI	SAT	SUN
Morning							
Afternoon							
Evening							

When would you like to begin your internship? _____

Confidentiality Policy

All registrants of the Eastern North Carolina Chapter of the National Multiple Sclerosis Society have a right to know that all personal records, documents and conversations shall remain confidential. No information which might individually identify a registrant with multiple sclerosis will be released by any staff member, intern or volunteer of the Eastern North Carolina Chapter of the National Multiple Sclerosis Society to anyone outside the agency without that registrant's expressed opinion.

Signature: _____

Date: _____