



National
Multiple Sclerosis
Society
Upstate New York
Chapter

Client Programs and Services Internship Job Description

Position Summary

The Client Programs and Services Intern works directly with the Programs and Services Department to serve people affected by MS. Interns will assist with programs and community outreach initiatives. Full and part-time internships are available year round with the opportunity for flexible schedules. Internships are unpaid.

Key Responsibilities

- Assist in planning and implementation of Chapter programs and services.
- Research various resources throughout the chapter area.
- Assist in assessing the chapter's financial assistance program by surveying recipients.
- Assist program department with outreach to rural communities and underserved populations.
- Develop brochures and flyers for educational programs.
- Attend awareness events as a representative of the National MS Society.

Qualifications and Desired Skills

- Detail oriented.
- Compassionate and empathetic.
- Pursuing a degree in human services, social work, or a related field.
- Proficiency in Microsoft Word, PowerPoint, Excel, and Publisher.
- Excellent written and verbal communication skills.

Time Commitment

At least three month internship agreement. We will work with educational institution to meet academic credit requirements if applicable.

Benefits

- Opportunity to build relationships and meet new people.
- Chance to develop professional skills in non-profit, cause-oriented setting.
- Opportunity to build your portfolio and strengthen your résumé with experience at a nationally recognized organization.
- Chance to gain new perspectives and make a positive difference in the community.
- Being part of the movement to do something about MS.

*Do you have questions about an internship at the National MS Society, Upstate NY Chapter?
Contact Ashley Greenman at ashley.greenman@nmss.org or 1.800.344.4867 - option 2.
Visit us on the web: www.msupstateny.org.*