



National
Multiple Sclerosis
Society
Upstate New York
Chapter

Community Engagement Internship Job Description

Position Summary

The Community Engagement Intern works directly with the Manager of Volunteer Engagement to support the volunteer development program. Interns will assist with special events, recruitment strategies, and community outreach initiatives. This internship provides invaluable project management experience, mentoring, and insight into non-profit administration. Full and part-time internships are available year round with the opportunity for flexible schedules. Internships are unpaid.

Key Responsibilities

- Assist with volunteer recruitment, recognition, and training.
- Develop formal recognition event/program.
- Support orientation process.
- Conduct outreach to community, civic and faith-based groups.
- Develop volunteer job descriptions.
- Research corporate volunteer programs.
- Create recruitment e-mail campaigns.
- Attend volunteer fairs.

Qualifications and Desired Skills

- Detail oriented.
- Creative, some graphic design experience is helpful.
- Proficiency in Microsoft Word, PowerPoint, Excel, and Publisher.
- Excellent written and verbal communication skills.
- Personable, outgoing, and self-motivated.

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.*