



THE BRAINS BEHIND SAVING YOURS.™

Intern Job Description: Events and Development Intern

Description

To further the Alzheimer's Association mission to eliminate Alzheimer's disease through the advancement of research; to provide and enhance care and support for all affected; and to reduce the risk of dementia through the promotion of brain health, by assisting with fundraising events and development activities, specifically RivALZ and four area Walks to End Alzheimer's.

Duties and Responsibilities

- Assist in all aspects of coordinating and managing area fundraising events
- Help with recruitment of new teams and sponsors for the Walk to End Alzheimer's
- Assist event participants in developing successful fundraising plans to support their goals
- Provide walkers and committee members with fundraising and print materials in a timely manner
- Help manage relationships with fundraisers and event participants and find creative ways to thank our fundraisers
- Attend and participate in event related activities and committee meetings
- Interact with vendors, sponsors, participants, volunteers and other organizations to help grow Alzheimer's awareness and recruit participants
- Maintain organization of event-related materials and data
- Assist Manager of Communications with public relations and media as needed
- Be available to work our area Walks to End Alzheimer's as necessary

Requirements

- Pursuing BS/BA in Business Administration, Marketing or Management preferred; preferred GPA of 2.5 or higher
- An interest in media and public relations, non-profits and building professional relationships
- Excellent oral, written, and communication/presentation skills are preferred
- Must be able to work well with a diverse group of people
- Must be comfortable with cold calling and networking

To apply for this internship, please send a cover letter and resume to bcragon@alz.org.