HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: National MS Society

Contact Person

Name: Linda Lott
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Email: linda.lott@nmss.org
Physical and Mailing Address: 4600 Kietzke Lane, Suite K-225, Reno, NV 89502

Internship Site Information:

The National MS Society is a nonprofit organization whose mission is to create a world free of Multiple Sclerosis. Through leadership, integrity, commitment, excellence, and teamwork, we provide programs, services, financial resources, and connections for people living with MS. This internship will teach the student how to develop relationships and help people who have MS and their families. It will expand a student’s community outreach and communication skills by reaching out to local businesses for assistance with event experience or fundraising efforts. It will teach the student how to develop, recruit, manage, and maintain volunteers in our community so that we can provide the best event experiences for people who are living with MS and it will teach or expand a student’s knowledge of working in an office setting. This internship requires an intern who poses strong organization and communication skills. The internship will be located at the above address and the time and dates are typically Monday through Friday from 10:30 a.m. - 5 p.m, except during special event dates or season.

Number of Internships Available: 1

Student Requirements:

1. Excellent oral communication and phone skills required
2. Interest in learning about marketing, special events, development, client services and/or advocacy
3. Comfortable speaking to others and working with a variety of people
4. Ability to work independently and take initiative
5. Strong organizational and multi-tasking skills

How will student obtain this internship position?

Please have student send cover letter and resume to Reeza Kang via e-mail at reeza.kang@nmss.org or fax at 775-201-1781. I will review resumes and conduct interviews to select the best candidate.

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