National Multiple Sclerosis Society

Contact Person

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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.

**Essential Functions/Responsibilities:**

**Day to Day:**
- Retain and Grow Participants: 25%
- Volunteer Recruitment: 25%
- Logistics In-Kind Requests: 20%
- Street Day Project: 15%
- Office Administration: 15%

**Specific Responsibilities:**

Outreach and recruitment of Walk participants. Provide support of logistical needs for the event experience such as in-kind letters and online requests for sponsors and donors with follow up to assist with implementation. Assist with recruitment and implementation of the Street Day Project which involves outreach in the community through distribution of Walk Materials. Volunteer recruitment for Walk will include outreach to schools including their clubs and sororities as well as on line requests through designated companies with volunteer programs. Assist with outreach phone call management. Assist with Sponsor tracking and manage mailings for Walk MS activities.
The National Multiple Sclerosis Society mobilizes people and resources to drive research for a cure and to address the challenges of everyone affected by MS. To fulfill this mission, the Society funds cutting-edge research, drives change through advocacy, facilitates professional education, collaborates with MS organizations around the world, and provides programs and services designed to help people with MS and their families move their lives forward. We partner with volunteers to accomplish our work. Staff members engage volunteers through effective and timely communications, facilitating meaningful opportunities, and continually seeking and providing feedback for reciprocal growth and learning.

The Special Events/Development Intern will focus on Walk Constituents and Teams, administrative duties, volunteer recruitment and logistics management associated with Walk MS.

These duties include outreach and recruitment of Walk participants. The intern will provide support of logistical needs for the event experience such as in-kind letters and on-line requests for sponsors and donors with follow up to assist with implementation. Assist with recruitment and implementation of the Street Day Project which involves outreach in the community through distribution of Walk Materials. Volunteer recruitment for Walk will include outreach to schools including their clubs and sororities as well as on line requests through designated companies with volunteer programs.

Number of Internships Available: 2

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?

Please reach out to the National MS Society local office. You will be given an opportunity for an interview with the Director. The Director will work with you to establish what your work opportunity will be.