



## **Development/Special Events Internship: The Longest Day**

**Unpaid / 10-12 Hours per week minimum**

**This internship is based in our Watertown, MA office**

### **Overview of Alzheimer's Association**

Founded in 1980, the mission of the Alzheimer's Association is 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. The Massachusetts/New Hampshire Chapter operates out of its main office in Watertown, with regional offices in Springfield, Worcester, and Raynham, MA, and in Bedford, NH.

### **The Longest Day (TLD)**

The Longest Day is a sunrise-to-sunset team event that symbolizes the challenging journey of those facing Alzheimer's disease. Events take place on or around June 21, the longest day of the year. Teams and participants design their own event, doing something they enjoy as they raise funds and create a meaningful experience to support the mission of a world without Alzheimer's.

Working with the Director of Development, the intern will provide support in the following ways:

### **Responsibilities**

- Attend TLD Team Task Force meetings where possible
- Reach out to past participants via phone and email to encourage repeat participation
- Outreach to community and school groups to recruit new teams
- Track weekly TLD registration reports to track revenue and determine what follow up is needed with participants
- Work with TLD participants to assist with registration if needed and help create story profiles that may be used to promote the event

### **Qualifications**

- Knowledge of Microsoft Excel, especially sorting and the COUNTIF, SUMIF, and VLOOKUP functions
- Experience using Raiser's Edge a plus, but not required
- Flexibility and willingness to step in and provide hands-on assistance as needed
- Outgoing, energetic personality
- Interest in special events, fundraising, recruiting, or sales

To apply, please email cover letter and resume to:  
Christine Brown at [volunteersmanh@alz.org](mailto:volunteersmanh@alz.org)