INTERNSHIP—SPECIAL EVENTS & PROGRAMS (UNPAID)

Take Your Education On A Mission!

Are you looking for a career opportunity that directly impacts the community you live in? How about an opportunity to have a rewarding career working for the premier voluntary health organization that supports people with type 1 & type 2 diabetes?

Our employees like working at the American Diabetes Association because of our opportunities, inclusive environment, work–life balance, benefits and culture. When you join our dedicated team you will experience the gratification of knowing your work impacts the well-being of millions of people, both directly and indirectly, affected by diabetes.

DESCRIPTION
The American Diabetes Association is proud to announce the availability of an exciting unpaid internship in our Orlando office located at 2290 Lucien Way, Suite 230 Maitland, FL 32751. The ADA seeks a highly motivated, self-starting student who is passionate about public service.

This internship position will allow a candidate to gain hands on experience with the day to day fund-raising and operational activities of a medical not for profit organization; while providing additional resources to further promote the mission of the American Diabetes association which is to prevent and cure diabetes and to improve the lives of all people affected by diabetes.

Key Responsibilities:
* Conduct telephone outreach to American Diabetes Association constituents to
engage their participation in the local signature fund-raising events
* Assist with mailings and package assembly
* Attend designated local Health Fairs and assist ADA staff with corporate Walk Kick Off events
* Monitor online donations activity and conduct outreach to these donors
* Answer the phone and direct calls
* Coordinate the Step Out Walk/Tour De Cure logistics
* Internet Research
* Gather information for Social media; legitimate fitness/training/health/mission tips
* Gather personal stories from riders and walkers to promote connection
* Make direct outreach (mostly phone calls) to participants as needed to either schedule meetings or offer guidance to in an effort to promote online fundraising
* Other duties as assigned

REQUIREMENTS
* Experience with Microsoft Office applications, Internet and e-mail
* Experience in database management and/or the manipulation of spreadsheets
* Experience gathering information through internet research
* Excellent writing skills
* Excellent interpersonal communication skills
* Ability to prioritize and handle a variety of assignments simultaneously
* Attention to detail and accountability is required
* Ability to lift 25 lbs.

The American Diabetes Association is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Together We Can Stop Diabetes!

http://ada.hodesiq.com/job_detail.asp