

Illinois Chapter

JOB DESCRIPTION

POSITION TITLE:	Walk to End Alzheimer's® Intern (Team Recruitment)
DEPARTMENT:	Development
LOCATION:	Chicago Office
TYPE:	Unpaid
REPORTS TO:	Chicago Walk Manager
DATE:	Summer (May – August)

General Summary of Position:

The Alzheimer's Association provides a variety of education, information, support services, and advocacy to persons with dementia, their families, healthcare professionals and the community. As the number of persons affected by Alzheimer's disease escalates, there is an increased demand for programs and services.

With this demand, the Alzheimer's Association also requires more funding to provide these needed services. This intern position is needed to assist with the Alzheimer's Association's signature event, the Walk to End Alzheimer's®. The intern will be assisting the Walk Manager for a particular Walk or Walks for the duration of the internship with one priority area of focus: Team Recruitment.

The Team Recruitment intern will be responsible for recruitment of new Walk teams and the New Team Kickoff event. The Team Recruitment intern will work with the Team Recruitment committee that can recruit new Walk teams from all sectors of the community and coach the new teams to fundraise through calls with team captains. The committee should be organized so that each committee member is responsible for recruiting a specific number of new teams.

Schedule Requirements:

During regular business hours of 9:00 a.m. - 5:00 p.m., Monday through Friday; Flexible Schedule with a minimum of 10-15 hours per week.

Length of Commitment:

Summer (May – August)

Essential Job Functions:

- Be knowledgeable about the mission of the Alzheimer's Association and how Walk fuels that mission
- Understand the role of a Walk to End Alzheimer's Team Captain and be comfortable communicating about the importance of this role
- Work with Walk Manager to develop and determine new team recruitment goals.
- Work with the Walk Manager to develop a plan of action to ensure team recruitment, fundraising, and year round engagement goals are met
- Work with the Team Recruitment Subcommittee whose main responsibility is to assist with gaining new teams
- Develop and implement strategies to reach new teams from corporations, organizations, families and friends, facilities, schools, support groups, hospitals, churches, etc. Be creative when looking for new opportunities. Includes warm and cold calling
- Attend or help facilitate Team Recruitment Subcommittee meetings to monitor progress and ensure everyone is on target to hit their goals. Assist when needed
- Delegate responsibilities and tasks to subcommittee members and monitor their progress. Assist when needed
- Adhere to Walk event timeline
- Continuously report progress to Walk Manager
- Promote Champions Club and Grand Champions Club and advertise the incentive program
- Plan and implement team engagement calls with the Team Recruitment Subcommittee.
- Plan and execute the New Team Kick-off two months prior to Walk
- Manage the New Team Kick-off invitation list

Minimum Requirements:

Students who apply must currently be enrolled as a full time student at a college or university. Car and driver's license are required (will reimburse approved mileage). This position requires an individual to be self-motivated and committed to seeing a project from start to finish. Student should be proficient in Microsoft Office and have strong communication skills. Strong organizational and customer service skills are a must.

Training Requirements:

Training will be provided on the job by Supervisor
Measurable goals will be established by Supervisor

How to Apply:

Please submit a copy of your resume and cover letter to Louie Iovane, Director of Operations via email at liovane@alz.org. Please put Walk to End Alzheimer's – Team Recruitment Intern in the subject line of email.