



THE BRAINS BEHIND SAVING YOURS.™

## ALZHEIMER'S ASSOCIATION GREATER INDIANA CHAPTER

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**POSITION TITLE:** Program and Services Intern

**REPORTS TO:** Program Director

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### SUMMARY OF POSITION

The Alzheimer's Association provides an excellent opportunity for college students to learn about business as conducted by the Association and gain real life experiences to supplement the interns' field of study. The student intern must be eligible to receive college credit for participation in this program. Must be in the last year of Bachelor's program in public health, gerontology, or social/human services. Other fields considered upon application.

The Program and Services Intern will act as a member of the successful Chapter program team, responsible for delivering all programs/services to our 73 county chapter territory. This position will have the opportunity to assist with multiple program responsibilities and gain a wide range of knowledge related to delivery, management and evaluation of programs. The opportunities include: assistance in scheduling and delivering standardized education programs, volunteer recruitment, support group facilitation, clinical provider outreach, program data entry and analysis, diversity and inclusion activities, and annual conference and/or regional symposium structure and support. The position has the added benefit of exposure to Chapter Advocacy, Communications, and Development efforts.

### JOB RESPONSIBILITIES

- Assist in planning, promoting and delivering Association standardized education programs
- Assist in planning , promoting and participating in chapter Community Assessment Forums across the state
- Promote the Greater Indiana Chapter as the key source of Alzheimer's information, support, education and advocacy
- Assist in conducting physician outreach to promote the Chapter as the key source of information by clinical providers
- Assist and participate in chapter developed Early Stage Social Engagement programming
- Assist in planning of annual education conference and/or regional symposiums, and day-of support for these events
- Program data entry and analysis (training in database system provided)
- Assist in the coordination of diversity and inclusion projects, including outreach and development of community relationships
- Participate in the development, application, and implementation of grants and other opportunities to secure external funding

- Represent the Chapter at public events, local coalitions and health fairs.
- Implement special projects and other duties as assigned
- Participate in Program Team meetings and activities
- Coordinate programs/services with other chapter pillars
- Opportunity to participate in other Chapter activities

### **PERSONAL CAPABILITIES**

- Ability to work in a team environment
- Ability to communicate effectively in person, in writing and electronically to a variety of audiences
- Ability to speak in public to groups of all sizes
- Ability to work effectively with volunteers, staff and external contacts to build and maintain successful teams and relationships
- Ability to prioritize and manage multiple priorities
- Ability to work effectively with diverse populations
- Ability to work evenings and weekends as needed
- Ability to travel when necessary (<50% of the time)
- High level of integrity, diplomacy and initiative
- Ability to transport program materials to off-site locations
- Positive and eager to learn

### **WORKING CONDITIONS**

- 20-30 hours per week for approximately 12 weeks
- Normal office environment, some evening and/or weekend work required
- Work may be stressful during periods of high volume of tight deadlines