Internship Opportunity
North Central Texas Chapter, National Multiple Sclerosis Society

**Title:** Special Events/Marketing Intern  
**Responsible to:** Special Events Manager

**Agency Overview:** The National MS Society is the most comprehensive resource on multiple sclerosis in the United States. The Society has invested over $350 million to support MS researchers working in the U.S. and abroad. This investment has made possible significant advances towards finding treatments and improving diagnosis, rehabilitation and symptomatic therapy for people with MS as well as brings us closer to a cure. The Society is the only national voluntary MS organization that meets the standards of all major agencies that rate non-profit groups. The North Central Texas Chapter of the National MS Society provides service to over 3,500 people with MS in 33 counties in the North Central Texas area.

**Basic Function:** The Special Events/Marketing Intern is responsible for various marketing/communications campaigns in relation to special events (specifically, but not limited to MS Walks and the MS Bike Tour) for the chapter. The focus of this position is on building strong community participant and donor relationships to achieve the chapter's annual funding goals. The intern will work closely with the Special Events Manager to secure various event sponsorships and in-kind donations. He/she will also work with event committees and logistics. Most position responsibilities will be in the Chapter office with occasional outside meetings. Hours are flexible dependent on student schedule. Attendance at all special events is required.

**Qualifications**
- Pursuing a degree in marketing/communications or related field
- Basic computer proficiency in Microsoft Word, Publisher, Outlook and Excel
- Strong customer service skills
- Strong creative abilities
- Time management skills
- Excellent verbal and written communication skills

*Interested applicants please send resume and cover letter via email or fax to Heather Boles, Special Events Manager, heather.boles@nctms.org  
817-306-7003, option2, ext. 105 or via fax at 817-306-7055*