

## POSITION DESCRIPTION

**Position Title: Outreach & Development Intern**

**Division: Development**

**Reports to: Development Manager**

**Status: Internship (Unpaid)**

### **General Summary:**

Alzheimer's Orange County is located in Irvine, CA. Our organization is dedicated to helping individuals that have Alzheimer's and their families. We offer numerous free programs and assistance to members of our Orange County community. We are seeking an enthusiastic and outgoing student. This internship is an excellent opportunity to learn about non-profit development. The Outreach & Development Internship is flexible, 6 hours, weekdays during normal business hours. Additional hours may be added at student's request.

### **Internship Description**

- Learn about promotions, assist with promoting our upcoming fundraisers - Walk4ALZ
- Introduction into relationship building with donors, potential donors and Walk participants
- Learn about different types of donations, assist the Development Team with attaining in-kind donations
- Data entry
- And other tasks as needed

### **Minimum Requirements:**

- Working toward an AA or Bachelor's Degree
- Excellent written and verbal communicator
- Efficient time management skills
- Comfortable speaking to strangers in person and on the phone
- Comfortable asking for donations
- High energy individual
- Ability to work independently and with a team
- Ability to represent the Alzheimer's Orange County in a professional manner
- Ability to travel as needed to perform job duties
- Working vehicle and all appropriate licenses and insurance
- Ability to lift a minimum of 25 lbs

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