

POSITION DESCRIPTION

Position Title: Outreach & Advocacy Intern

Division: Outreach & Advocacy

Reports to: Associate Director, Community Outreach & Advocacy

Status: Internship (Unpaid)

Location: Irvine, CA; Various locations throughout Orange County

- **Reliable transportation in order to travel as needed to perform job duties is required.**
- **Working vehicle and all appropriate licenses and insurance is necessary.**

General Summary:

Alzheimer's Orange County is seeking a dynamic and experienced individual to support its Outreach & Advocacy department. This internship is an excellent opportunity to experience various aspects of community outreach and public policy while working for a well-established nonprofit organization.

Essential Job Functions

- Support to the Outreach & Advocacy Vice President and Associate Director.
- Update and maintain AlzOC's community outreach contact list, including residential care facilities, skilled nursing facilities, hospitals, churches, community centers, etc.
- Represent Alzheimer's Orange County at health and wellness fairs and community events.
- Provide public awareness, education, and support to communities throughout Orange County.
- Support the promotion of organization-wide events, such as the Walk4ALZ, Gala, Research Conference and more, throughout the community.
- Outreach to the legislative community for the purpose of raising awareness about the public policy issues of AlzOC and the programs and services provided.
- And other tasks as needed.

Minimum Requirements:

- Completed or working toward a Bachelor's Degree or Master's Degree, preferably in a related field (e.g. Communications, Health Science, Public Policy or Gerontology)
- Knowledge of Alzheimer's disease and resources available to patients and families preferred
- Experience in working with the public, corporations and older adults and families
- **Reliable transportation in order to travel as needed to perform job duties**
- **Working vehicle and all appropriate licenses and insurance**
- Proficient in the use of a personal computer and Microsoft Office applications
- Excellent presentation, written, verbal and interpersonal communication skills
- Ability to work two business days with some evenings and weekends required
- Ability to work independently and with a team
- Ability to represent the Alzheimer's Orange County in a professional manner, including professional attire
- Ability to lift a minimum of 25 lbs.