

## Washington Spring Program Internship #24 - Arthritis Foundation

The Arthritis Foundation is seeking interns for winter quarter – descriptions below.

A Davis student who interned there last year is now working for the organization. We have a current Davis student interning there this quarter and she is having a very good experience. For more info about the organization, check out their website at [www.arthritis.org](http://www.arthritis.org).

This is a paid internship. They are already reviewing apps so if you are interested, please email me your cover letter/resume ASAP. Address the cover letter to:

**Jacquelyn Hair**

Director of Operations

**Arthritis Foundation**

***Metropolitan Washington Chapter***

2011 Pennsylvania Avenue, NW

6th Floor

Washington, DC 20006

I will forward your application materials with my introductory letter. Thanks. –  
Sara

# **Arthritis Foundation**

## **Internship Opportunities**

### **Education & Community Relations Program Assistant**

The Education and Community Relations Program Assistant will assist the Education & Outreach Coordinator with planning community outreach events (such as various Juvenile Arthritis awareness days) and with the maintenance of existing health and exercise programs. In addition, this intern will be responsible for the following: communicating with program volunteers; maintaining pre-and post-event databases; updating the program section of the website every week; writing and editing volunteer newsletter pieces; providing general clerical support; and performing other duties as necessary.

The successful candidate will have strong communication and writing skills; strong organizational skills; knowledge of HTML; flexibility; the ability to work well within a team structure of staff and volunteers; and familiarity with general office computer programs (specifically Word, Excel, and PowerPoint; PageMaker a plus).

### **Political/Legislative Intern**

The Political/Legislative Intern will work closely with the President/CEO of the chapter to assist with research and analysis of arthritis and healthcare legislative activity, conduct web based research on arthritis and healthcare issues, assist in the coordination of grass-roots outreach and education efforts, analyze enacted legislation to determine the meaning and impact of proposed new laws to the Arthritis Foundation's mission, and compile reports and excel spreadsheets.

The successful candidate will have excellent writing, editing, and innovative research skills; strong communication and organizational skills; attention to detail; the ability to work well independently; flexibility; and comfort with general office software programs (Word and Excel). Knowledge of grant writing a plus.

### **Public Health Intern**

The Public Health intern will work closely with the Director of Education and Education Coordinator to plan health awareness events and to procure funding for various educational outreach activities through partnership and foundation grants. In addition, this intern will be responsible for the following: communication with key public health officials and partners at various area hospitals and clinics; organization and distribution of program and outreach materials to individuals and groups; assistance with ongoing volunteer recruitment; gathering

information and resources for grant writing efforts; providing general clerical support; and performing other tasks as assigned.

The successful candidate will have excellent writing, editing, and research skills; strong communication skills; strong organizational skills; the ability to work well independently; flexibility; and comfort with general office software programs (Word and Excel).

### **Public Relations Intern**

The Public Relations Intern will work closely with the President/CEO, Chief Development Officer, and Board of Directors' public relations representative to communicate and carry out the mission of the Arthritis Foundation. The intern will be responsible for writing/drafting and editing press releases and press advisories, regularly updating chapter website, program updates for email notices/newsletters and website, manage the chapter's photo and video archive, and provide assistance with chapter newsletter.

The successful candidate will have excellent writing, editing, proofreading skills; strong communication and organizational skills; an eye for detail; the ability to work on deadline and juggle multiple assignments; ability to work independently or as part of a team; and proficiency in MicroSoft Word, Excel, Adobe PhotoShop, Publisher, and HTML.

### **Special Events Assistant**

The Special Events Assistant will assist the Director of Development with planning, implementing, and marketing special events – including the Golf Tournament, Arthritis Walks, and the Arts for Arthritis Gala. In addition, this intern will be responsible for the following: communication with and assistance to volunteer committee members, sponsors, and vendors; maintaining the internal database of sponsors and auction donors; designing and writing event marketing materials; assisting with sponsor solicitation and generating leads for in-kind donations; providing general clerical support; and performing additional miscellaneous assignments.

The successful candidate will have strong interpersonal, communication, writing, and organizational skills; flexibility; the ability to work independently; and familiarity with general office computer programs (Word and Excel).