



**Alzheimer's
Drug Discovery
Foundation**

Institutional Partnerships Intern

Position Overview:

Volunteer will have various responsibilities as part of the Institutional Partnerships Development team to support the ADDF's scientific conferences.

Administrative

- Assist with proposal mailings
- Maintain and update scientific database and email lists
- Collate informational packet materials for prospective sponsors and exhibitors
- Other administrative tasks, such as photocopying, faxing, answering telephones as required

Scientific Conferences

- Provide administrative support surrounding logistics of conferences
- Work with staff on the day of to ensure a successful conference
- Participate in conference follow-up to speakers, attendees, exhibitors and media partners
- Conduct research for corporate sponsor and exhibitor outreach
- Help create marketing and mailing materials (fliers, email blasts)

Qualifications:

- Strong written and verbal communication skills
- Computer and internet research skills
- Experience with website management (knowledge of HTML a plus)
- Knowledge of Microsoft office programs, including Outlook, Word, and Excel
- Knowledge of Raiser's Edge a plus
- Attention to detail and organizational skills
- Cheerful, good humored personality

This is an unpaid position, but candidates may receive credit by prior arrangement with his or her college/university. This volunteer opportunity is ideal for an undergraduate student or retired professional. To apply, please send resume to conferences@alzdiscovery.org.