

October 31, 2017



## **Intern - Family Support**

Broomall, PA, US

Requisition ID: 158

### **PURPOSE**

At MDA, we are fighting to free individuals — and the families who love them — from the harmful effects of muscle-debilitating diseases so they can live longer and grow stronger

Our Values are our strength: We believe in MUSCLE:

Mission: We're driven to accelerate progress for families and muscle health.

Understanding: We're attentive to our constituent's needs and each other's.

Stewardship: By investing precious resources wisely, we drive the best possible outcomes.

Collaboration: We foster win-win partnerships and build communities.

Learning: Knowledge powers our success and empowers our people.

Excellence: We strive to do our best and exceed constituents' expectations.

### **Position Description:**

The intern will assist with core job functions of the District office. The intern will be given a minimum of one project that will be his/her responsibility to assist with the success of the Family Support and Clinical Care Teams. He/she will gain experience working directly with MDA Family Support and Clinical Care Teams and MDA families. Duties will include assisting in the execution of major Family Care and Clinical Support programs such as Muscle Walk, educational seminars, summer camp, etc. They will provide assistance to the District office team and perform additional duties as needed. The objective of this internship is to foster the development of the intern by working with all levels of the office to complete programs and learn both professionally and personally about MDA and the non-profit industry.

### **Responsibilities:**

- Assisting with development and implementation of family outreach initiatives such as educational seminars and identifying community resources
- Recruitment of volunteers and campers for summer camp.
- Assist with developing programming for summer camp
- Summer camp follow up (reviewing applications, tracking down paperwork, assisting with interviews, etc.)
- Data and file management
- Perform other duties as needed

### **Competencies:**

Approved For Posting  
Office of Student Life

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