**Company Overview:**
The Muscular Dystrophy Association (MDA) – started in 1950 by families, for families – is the world’s leading nonprofit health agency dedicated to finding treatments and cures for muscular dystrophy, amyotrophic lateral sclerosis (ALS) and other neuromuscular diseases. MDA does so by funding worldwide research; by providing comprehensive health care services and support to MDA families nationwide; and by rallying communities to fight back through advocacy, fundraising and local engagement.

MDA hosts 10,000 local events through our 100 offices across the country, has 55,000 annual visits to our 200 hospital-affiliated specialized clinics and supports 250 research projects in 12 countries with a typical MDA research grant of $300,000. MDA has a strong network of donors, volunteers, and national and local sponsors. Some of MDA’s special events and volunteer opportunities include:

- **MDA Lock-Up™**
- **Shamrocks against Dystrophy®**
- **FTB® (Fill The Boot)**
- **Golf Tournaments**
- **Distinguished Events**
- **Muscle Walk**
- **MDA Summer Camp**

**Job Description:**
The MDA office located in Wichita, KS seeks a dependable and enthusiastic intern to assist with all aspects of community engagement, marketing and public relations for Shamrocks against Dystrophy, Muscle Walk of Wichita and other events, as well as general office responsibilities. This position provides an opportunity to gain valuable experience in the nonprofit, event planning and marketing/public relations industries.

Candidate must be highly motivated, organized, a team player and dedicated to the achievement of personal and team goals. This position requires a candidate with confidence in interpersonal communication, excellent writing skills and the desire to support those affected by muscle disease.

**Responsibilities include, but are not limited to:**
- Assist in the execution and management of MDA’s fundraising programs including the ability to multi-task, handling logistics and follow through on multiple events/programs at the same time
- Research and engage with potential new sponsors and community partnership opportunities through various business development techniques including cold-calling, following up on warm leads and attending networking events
- Assist in the coordination and implementation of effective social media strategies
- Utilize social networks including Facebook and Twitter as well as online marketing platforms such as local event calendars
- Maintain existing relationships by ensuring effective positive public relations and consistent communication with existing sponsors and families
- Perform general office responsibilities such as answering the phone, bulk mailing and database management
- Other duties as needed
Requirements:
- Enrollment as an undergraduate or graduate student
- Proficiency with Microsoft Office applications and common online search engines
- Basic design skills in Publisher are desirable
- Excellent interpersonal communication skills
- Excellent writing and research skills
- Ability to prioritize a variety of assignments
- Attention to detail, resourcefulness and self-sufficiency
- Ability to lift 25 lbs.
- Must have a passion to help others and make a difference in our community

Questions?
Contact Chelsea Dyer, Fundraising Coordinator
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