



# Myotonic Dystrophy FOUNDATION

## Internship Job Description

*Oakland, CA – December 2021*

### The Opportunity

**The Myotonic Dystrophy Foundation (MDF) announces search for graduate student interns to help advance MDF's mission.**

**Vision:** We envision a world with treatments and a cure for myotonic dystrophy (DM).

**Mission:** The MDF mission is Community, Care, and a Cure.

- We support and connect the myotonic dystrophy community.
- We provide resources and advocate for care.
- We accelerate research toward treatments and a cure.

Founded in 2007, MDF is the leading global advocacy organization helping families and professionals understand DM, a rare, genetic, multisystem, highly variable neuromuscular disease. MDF helps constituents identify resources and support, improve quality care, and advance research for management and cures. MDF has a global reach, assisting families and championing other advocacy organizations in more than 80 countries around the world. As many as 150,000 individuals may be at risk for the most common form of DM in the United States alone. Tens of thousands of affected families as well as providers, industry partners, researchers, and donors, together, form the MDF.

### Position Overview

MDF has a small, passionate staff based in Oakland, CA's Preservation Park and seeks to add graduate level academics to its team as interns focused on strategic projects. Interns may report to the Program Director, Special Projects Manager, or Communications Manager depending on project emphasis but will work collaboratively with all departments. All positions should be available at least 8 hours/week, beginning immediately. Fulltime during the summer is available as well. Multiple positions are available.

## Intern Projects

- DM Research Map. Help build, curate, and innovate an intricate Systems Map of the DM research and drug development landscapes. Regularly collect, update, and highlight trends in an ever-growing data set. Opportunities include advanced feature creation, user experience refinement, and optimization of the data classification system. *Academic focus on data/IT or public health preferred.*
- The MDF Toolkit provides a comprehensive understanding of DM, symptom management, daily life optimization, care coordination, and much more. Ideal for the newly diagnosed individual, the Toolkit offers perspectives from neurology, anesthesiology, PT, OT, and other care perspectives in a lay-friendly, accessible way. Last updated in 2014/5. *Academic focus on English/writing/publishing/communication or public health preferred.*
- The MDF Annual Conference provides a unique experience for DM families and providers to gather in person and online (hybrid format) to explore the latest in research and drug development, symptom management strategies, advocacy, inspirational stories, and networking for lay and professional audiences. Conference date September 2022. *Attendance at the Conference preferred. Academic focus on meeting planning/events or public health preferred.*
- Social media and communications. Identify and/or create related content for MDF social media communications opportunities, including Facebook page, Twitter feed, Instagram account, website, newsletters, PowerPoint presentations and other communication in line with MDF style and brand guidelines. As needed provide content for newsletters, grant requests, board and other related communications efforts. *Academic focus on communications or public health preferred.*
- Other projects as identified. Great experience and resume builders!

## Qualifications

- Bachelor's degree required – current Master's level student preferred.
- Experience managing projects and small teams with diverse stakeholders preferred but not required.
- Ability to handle multiple projects simultaneously and determine priorities.
- Strong communications/writing skills with both internal and external constituencies.
- Experience organizing small and large events or activities for different size groups.
- Natural curiosity and ability to ramp up quickly in new content areas, leveraging the expertise of others.
- MS Excel experience required.
- Social media experience required: specifically Facebook, Twitter, and Instagram.
- Ability to work well under pressure and adapt easily to changing situations and priorities.

- Salesforce experience preferred.
- Ability to work with diverse groups and tailor communication to reach diverse populations.
- Empathy and self-starter mentality required.
- Basic knowledge of Markdown, HTML/CSS, and general computer programming concepts.
- Consistent high attention to detail with the ability to self-monitor for accuracy
- Knowledge of rare disease, including myotonic dystrophy, is not required.

### Compensation and Benefits

The Foundation offers interns \$20/hour for the duration of the internship.

### Application Process

- Interested and qualified candidates are encouraged to apply by sending a **cover letter and resume** to [michael.knaapen@myotonic.org](mailto:michael.knaapen@myotonic.org). All correspondence will remain confidential. Submissions without cover letters will not be considered.