



Summer Internship Job Description

Oakland, CA – March 2023

The Opportunity

The Myotonic Dystrophy Foundation (MDF) announces search for college level and 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 several college level and graduate student academics to its team as interns focused on strategic projects. Interns may report to the Director of Programs, Director of Development, or Director of Communications depending on project emphasis and will work collaboratively with all departments. All positions are available a minimum of eight hours/week, beginning May/June 2023. Multiple Part-to-Fulltime positions available during summer 2023.

Intern Projects

- The MDF Toolkit: 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. The intern will be involved with developing and editing content for various sections in the toolkit based on their level of expertise.

- DM Infographics: The intern will be involved with developing multiple community-facing resources that summarize myotonic dystrophy, symptom management, and care coordination in a lay-friendly manner.
- Formative Evaluation of MDF Support Programs: The intern will be involved with comprehensive evaluation of and report writing about resources offered through MDF support programs, including our Find a Doctor Map, support groups, social media groups, DM care guidelines, and other publications.
- Community Needs Assessment Project: The intern will be involved with launching a needs assessment project within the DM community including developing and administering surveys, community interviews, focus groups and many more.
- 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, major events, board and other related communications efforts. Academic focus on communications or public health preferred.
- Nonprofit Development Landscape Assessment Project: The intern will be involved with investigating other comparable rare disease nonprofit organizations to assess and report on their fundraising practices and development plans in the form of a landscape assessment.
- Grant Prospecting Project: The intern will help create a grant prospecting and application process for the Foundation by researching possible grants, developing a grant prospect portfolio, compiling applications, and creating project management and documentation tools.
- Annual Giving Campaign: The intern will lead the execution of an annual giving campaign, which will include developing an end-of-year impact report, coordinating mailing logistics with various stakeholders, and project timeline management.
- Other projects as identified. Great experience and resume builders!

Qualifications

- College degree or current student enrollment required. Community College, University students, and students enrolled in graduate programs are encouraged to apply.

- 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 for the position focused on social media and communications: specifically, Facebook, Twitter, and Instagram.
- Ability to work well under pressure and adapt easily to changing situations and priorities.
- Experience managing projects and small teams with diverse stakeholders preferred but not required.
- Ability to work with diverse groups and tailor communication to reach diverse populations.
- Empathy and self-starter mentality required.
- For those interested in the communications project, 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 MDF's Director of Programs, Mindy Buchanan: mindy.buchanan@myotonic.org. All correspondence will remain confidential. Submissions without cover letters will not be considered.