



### **Project Manager - Intern Position Description**

Angels Of Epilepsy, Inc. is a 501(c)(3) nonprofit charity and advocacy that supports, advocates, and provides educational information and resources within the epilepsy community. We now offer an exciting opportunity for current college students and recent college graduates. The AOE Internship Program is geared toward providing real-world work experience.

#### **Project Manager Responsibilities**

- Responsible for coming up with and managing community engagement events that will help push forward Angels Of Epilepsy's efforts to improve the conditions and resources for members of the epilepsy community.
- Must write a weekly article on epilepsy, the epilepsy community, and others of similar importance.
- Responsible for assisting with Angels of Epilepsy community events, workshops, seminars, etc.

#### **Project Manager Requirements:**

- Excellent organizational and communication skills
- Team Player
- Ability to collaborate and execute planned calendar activities
- Excellent interpersonal skills
- Project Management skills
- Familiarity with PowerPoint
- Event Planning
- Writing Skills

#### **Availability:**

- Must be available on Monday, Wednesday, and Friday
  - Virtually via Zoom from 9am - 1pm.
- Must be available for potential weekday events.
- Must be available on weekends for events.