



AOE Event Table Coordinator – 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.

Event Table Coordinator Responsibilities:

- Responsible for managing AOE information and resource tables with a small team at designated events.
- Work closely with the Intern Project Manager.
- Must assist with the setup and breakdown of AOE information and resource tables at specified events.
- Must pick up all AOE information, resources, and material before events.
- Must facilitate the collecting of statistical data via digital forms from table visitors during events.
- 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.

Event Table Coordinator Requirements:

- Excellent organizational and communication skills
- Team Player
- Ability to collaborate and execute planned calendar activities
- Excellent interpersonal skills
- Good at analyzing data and statistics
- 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.