



AOE Community Outreach Assistant – 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.

Community Outreach Assistant Responsibilities:

- Responsible for helping strengthen AOE ties with other community organizations helping to make conditions better for those in need.
- 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.

Community Outreach Assistant Requirements:

- A love for networking and creating relationships
- 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.