

## **Build your resume with experience as an unpaid intern at a Westborough-based non-profit!**

**The Brain Injury Association of Massachusetts (BIA-MA) seeks an individual with a talent for writing and proofreading. Work directly with our Director of Communications and Communications Specialist to compose press releases and pitch stories to Massachusetts-based publications and media outlets.**

**Are you an event guru? BIA-MA provides an Educational Series as well as conferences throughout the year to survivors of brain injury, families and health professionals. Assist the Operations department in planning and executing some of these events.**

**Some of the skills that will be useful in this volunteer position are:**

- **Writing/Editing**
- **Proofreading**
- **Event Planning**
- **Proficiency in Microsoft Office Software**
- **Familiarity with Adobe Creative Suite (optional)**
- **Media Relations**

**If transportation is an issue, you may be able to work remotely with occasional visits to the Westborough office. Submit your resume and statement of interest to our Volunteer Department by e-mailing [pcarlson@biama.org](mailto:pcarlson@biama.org)**

**The Brain Injury Association of Massachusetts provides support to survivors and their families, offers programs to prevent brain injuries, educates the public on the risks and impacts of brain injury and advocates for legislation and improved community services. Check our website for more information! [www.biama.org](http://www.biama.org)**