

BIAI Speakers Bureau Volunteer

Position Summary: Under the guidance of the Executive Director and the Prevention Committee Chair, the Speakers Bureau Volunteer will perform a presentation to the public in a variety of settings, in order to enhance the quality of life and bring the promise of a better tomorrow for all people affected by brain injury. Training is provided.

Responsibilities:

- Retrieve necessary materials by mail, to aide in the presentations.
- Confirm speaking engagement with the host of the organization.
- Arrive early to set up for the presentation in the requested location at the requested time.
- Present material in a public setting.
- Close presentation, answer questions, and provide referral information.
- Return necessary materials to the office location.

Qualifications: A passion for the mission of the Brain Injury Association of Indiana is essential. A person who is familiar with or been affected by a brain injury, either on a personal or professional level. Dependable, prompt, able to convey the important messages of the presentation clearly. Comfortable speaking in public. Transportation is required.

Time Commitment: We offer a flexible schedule and a number of hours. Presentation requests may come for weekdays, evening and weekends. We ask for a one-year commitment but the number of presentations will vary depending on your availability and requests from the community.

Benefits: This position will allow you to strengthen your skills and gain experience in public speaking and raise awareness of brain injury. This is a great way to gain meet people and learn about community and civic groups. Transportation reimbursement for locations further than 30 miles from your home. The Brain Injury Association of Indiana is committed to providing a friendly, supportive, professional experience for its volunteers.

If interested, contact the BIAI office at (317) 356-7722 or BIAIndiana@live.com

BIAI Freelance Writer

Position Summary: Do you enjoy writing or aspire to see your name in print? The Brain Injury Association of Indiana works with volunteer freelance writers for articles for our quarterly newsletter, website, op-ed pieces, Facebook page and upcoming Blog and Forum. We can give you a topic or you can suggest your own. This volunteer works with the Executive Director and the Marketing and Public Relations Committee Chair.

Responsibilities:

- Work with Executive Director of to select a topic and deadline
- Submit article draft by deadline
- Make changes and corrections per Executive Director's request

Qualifications: A college background in English or Journalism (or related field) or professional writing experience is required. Attention to detail and high level of accuracy are very important.

Time Commitment: The time involved varies depending on the topic. A one-time commitment is OK. You can work from home on your own time but at least one meeting with the Director of Public Awareness is required.

Benefits: The schedule is flexible and you can work in your pajamas. Help people affected by brain injury while building your writing portfolio. The Brain Injury Association of Indiana is committed to providing a friendly, supportive, professional experience for its volunteers.

If interested, contact BIAI at (317) 356-7722 or BIAINdiana@live.com

BIAI Photographer

Position Summary: Help the Association increase visibility and document its history by photographing events like our Save You Noggin Bike Ride, Annual Conference, education classes, support group meetings, trainings and more. Assistance is needed on an on-call basis - as events occur and as the volunteer is available. Most events are in the metro area but we would love to work with volunteers in greater Indiana too. A digital camera can be provided or you can use your own digital camera. This volunteer reports to the Executive Director.

Responsibilities:

Obtain camera from office prior to the event (if needed)

- Obtain signed photo release forms if necessary
- Return camera or e-mail photos to Association staff within 48 hours of event

Qualifications: Basic Photography skills and experience required. Intermediate photography skills preferred. Outstanding people skills. Must be comfortable in busy places. Transportation required. Experience with or interest in brain injury a plus.

Time Commitment: Flexible schedule. Event are days, evenings and weekends. Ideally we'd like several on-call volunteers so we can fill requests at all times throughout the year. We ask volunteers to expect to attend a minimum of two events per year but that varies depending on interest and location.

Benefits: This is a great opportunity to build your portfolio and possibly see your photographs used in print and on our website (we will credit photographs). Meet people and learn about other organizations and services in the community. The Brain Injury Association of Indiana is committed to providing a friendly, supportive, professional experience for its volunteers.

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BIAI Health Fair Volunteer

Position Summary: Attend health and information fairs on behalf of the Brain Injury Association of Indiana. Hand out information about the Association's programs as well as brain injury prevention and safety information and refer questions to the Brain Injury Association's 800 number. This volunteer reports to the Executive Director.

Responsibilities:

- Obtain materials for the fair prior to the event (pick up at office or by mail)
- Set up display table at fair
- Hand out information and refer inquirers to our general information brochure and phone number
- Pack up materials at the end of the event
- Complete the "Outreach Event Summary Form" at the end of the event
- Return materials to the Brain Injury Association of Indiana office

Qualifications: Outstanding people skills. Must be comfortable in busy places. Transportation required. Experience with or interest in brain injury important.

Time Commitment: We offer a flexible schedule. Most events are during the weekday or on weekends and run from 4 - 5 hours. Shorter shifts may be available. We ask volunteers to expect to attend a minimum of two events per year but that varies depending on interest and location.

Benefits: Transportation reimbursement. Meet people and learn about other organizations and services in your community. This is a great volunteer opportunity for families or friends. The Brain Injury Association of Indiana is committed to providing a friendly, supportive, professional experience for its volunteers.

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BIAI English to Spanish Translator Volunteer

Position Summary: Provide essential information and resources about brain injury for Spanish-speaking communities by translating existing documents from English into Spanish.

Responsibilities:

- Translate documents about the effects of brain injury and resources for people with brain injury into Spanish
- Submit the documents to the Resource Facilitator by the established deadline
- Edit documents per feedback from staff

Qualifications: Fluent in Spanish and English. Able to set a deadline and meet it. Basic computer skills also required. Fluency in medical terminology helpful, but not required.

Time Commitment: There's an estimated minimum commitment of 5 hours per month but this varies depending on the number of documents you choose to translate.

Benefits: This is a great "virtual volunteer opportunity" and can be done at home at your convenience. You will be credited on each document as the translator so this can be a portfolio building opportunity. You will also experience the satisfaction of helping Spanish-speaking persons understand issues related to brain injury. The Brain Injury Association of Indiana is committed to providing a friendly, supportive, professional experience for its volunteers.

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BIAI Administrative Assistant

Position Summary: The Administrative Assistant Volunteer helps maintain an accurate database, directs calls, fulfills information request and completes other administrative projects at the office. The Administrative Assistant Volunteer supports all of the Association's programs and reports to the Executive Director.

Responsibilities:

- Complete requests for information packets
- Assigned copying, filing, faxing and mailing projects
- Typing projects
- Answer incoming calls and direct calls according to established phone procedures when there is no receptionist
- Perform morning and afternoon mail pick up/delivery when there is no receptionist
- Enter address corrections into database from returned mail and other sources
- Enter new contacts for our mailing list (i.e. volunteers, service providers) into database
- Find and enter voting district information for records in database
- Other administrative projects and work orders as assigned

Qualifications: Some computer experience required. Outstanding communication and organization skills, an eye for detail and patience are also important. Comfortable using a keyboard and mouse and working with people with disabilities. Willingness to learn new things and have fun.

Time Commitment: We offer a flexible schedule but ask for a minimum commitment of six hours per month. Our office is open Monday - Friday, 8:00 a.m. - 4:30 p.m.

Benefits: Meet and help people affected by brain injury. Gain or strengthen administrative skills. Work with caring, motivated professionals in a congenial environment. The Brain Injury Association of Indiana is committed to providing a friendly, supportive, professional experience for its volunteers.

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INTERNSHIPS

Development/Marketing Intern

Position Summary: Under the guidance of the Development Officer, the Development Intern performs a variety of marketing, fundraising, event planning, research and administrative duties to support the financial development of the Brain Injury Association of Indiana. Priority project for 2011 will be the Annual Brain Injury Conference. This internship can be arranged for credit.

Annual Conference Responsibilities:

- Research new sponsors/attendees in the Dakotas, Iowa and Western Wisconsin using the internet and by connecting with state agencies
- Research foundation grant opportunities for support
- Coordinate with exhibitors and education department and organize conference day needs

Other Responsibilities:

- Research foundation funding opportunities and assist in grant applications
- Assist in creating and implementing a March membership drive

Qualifications: Junior or Senior pursuing a degree in Business, Public Relations, Communications, Marketing, Financial Development, Nonprofit Management or related field. Reliable, outgoing individual with outstanding computer and organization skills. Ability to work with others, manage multiple priorities and follow a project through to completion. Sales, marketing, customer service or event experience helpful.

Time Commitment: 140 hours total (approximately 10 hours per week), primarily weekday hours but some early evening hours are also available.

Benefits: A \$500 stipend upon completion of internship. Gain professional fund raising, grant writing and event organizing experience. Become familiar with working in a nonprofit setting. The Brain Injury Association of Indiana is committed to providing a friendly, supportive, professional experience for its interns.

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Education and Library Intern

Position Summary: Under the guidance of the Education Coordinator, the Education Intern performs a variety of activities to enhance the quality of life and bring the promise of a better tomorrow for all people affected by brain injury. This unpaid internship can be arranged for credit.

Responsibilities: The Intern may develop presentations for youth and adults, work on various aspects of conference planning, do outreach for support groups or conduct literature reviews and background research on safety topics. Also will be asked to expand the BIAI Brain Injury Library with new e-books, books, manuals, videos. May be asked to write book reviews. Additional duties and opportunities will vary depending on the interest of the Intern and organization's workload.

Qualifications: Position is open to juniors or seniors who have completed some coursework in education, health, social work or library science. Organized, good communicator with basic computer skills, including PowerPoint. Research and presentation skills preferred. An interest in nonprofit organizations and/or brain injury is a plus.

Time Commitment: We offer a flexible schedule and number of hours to satisfy the internship requirement. We ask for a minimum of one term with 8+ hours per week, primarily weekday hours but a few early evening hours may also be available.

Benefits: The Education Intern will receive training, guidance and feedback in order to develop professional skills. He/she can gain experience organizing health conferences and presentations and become familiar with working in a nonprofit setting. The Brain Injury Association of Indiana is committed to providing a friendly, supportive, professional experience for its interns.

If interested, contact the Volunteer Coordinator at 612-378-2742 or via [e-mail](#).

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External Relations Intern

Position Summary: The External Relations Intern performs a variety of outreach and event management activities that support the mission of the Brain Injury Association of Indiana. The Intern acts as a liaison between the Association and a variety of external partners and helps strengthen these relationships. The Intern is supervised by the Education Manager. This unpaid internship can be arranged for credit.

Responsibilities: Projects will include various aspects of planning the Brain Injury Association of Indiana Annual conference including:

- Assist with event planning and management for the Annual Conference
- Plan logistics for conference prep and the day of conference
- Improve our outreach to and attendance at health and resource fairs
- Update website content
- Support Fall Conference Chair and Executive Director in preparation of Annual Conference

Qualifications: College student interested in Communications, Business and event planning and management. Outstanding organizational and interpersonal skills are required along with basic computer skills and transportation. Comfortable multi-tasking and contacting people by phone. Sales experience helpful but not required. Willing to learn new things and have fun.

Time Commitment: We offer a flexible schedule and number of hours to satisfy the school's internship requirement. We ask for a minimum of one term with a minimum of 10 hours per week, primarily weekday hours but some early evening hours may be available. Attendance at the Annual Conference is preferred.

Benefits: The intern can develop skills in external relations, nonprofit marketing, volunteer and communications. He/she will leave the internship with transferable skills and experience for employment in the nonprofit area. The Brain Injury Association of Indiana is committed to providing a friendly, supportive, professional experience for its interns.

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