

## **NAMI Central Texas Child and Youth Programs Intern**

NAMI Central Texas offers unpaid internship positions for individuals wishing to gain hands-on experience in the non-profit sector. Join us in eliminating the stigma surrounding mental illnesses, affecting positive changes in the mental health system, and increasing the public and professional understanding of mental illnesses as a NAMI Intern. Visit [namicentraltx.org](http://namicentraltx.org) to find out more about what we do!

### **Internship Summary**

We're looking for an intern who will support the Child and Youth Program Coordinator by taking on various projects, helping with organization, and supporting outreach efforts. This is an exciting opportunity for anyone planning to pursue a career in mental health care, health promotion, social work, or nonprofit management. The intern will get to observe the operational side of a non-profit organization as well as discover the impact that NAMI Central Texas has on the community.

### **Details**

15 - 20 hours per week

Spring 2021 with the possibility of extending to Summer 2021 → Due to COVID 19 closures, this internship will be 100% virtual

Must be able to schedule hours during NAMI Central Texas office hours - Mon-Thurs

9:30am-4:30pm

Occasionally hours are also available in the evenings and weekends

This is an unpaid internship

### **Primary Responsibilities**

- Perform administrative duties in support of the organization of program logistics and materials
- Complete clerical tasks such as drafting emails, data entry, and editing files
- Research community resources and outreach strategies
- Perform outreach duties to support growth in programs
- Attend outreach events, and collaboration meetings in the community as a representative of NAMI Central Texas
- Provide programming support in virtual presentations
- Assist with planning, organizing and offering training to program volunteers
- Miscellaneous activities and projects per the Child and Youth Program Coordinator

### **Qualifications**

- Current college student interested in mental health majoring in Psychology, Sociology, Social Work, or a similar field
- Respect and compassion for people affected by mental health conditions
- Self-starter with excellent verbal and written communication
- Good communication skills and a supportive, empathetic style

- Enjoys being a member of a team
- Excellent organization skills and ability to prioritize work independently
- Proficiency with Gmail, Google Forms, and Google Sheets or similar applications
- Proficiency in virtual platforms such as Zoom, Microsoft Teams, etc.
- Lived experience preferred (Individuals living with mental health conditions and/or individuals who have a family member living with a mental health condition)

*Preference for the Child and Youth Intern will be given to students who are interested in interning for longer than one semester.*