

NAMI Central Texas Expansion/Outreach Intern

NAMI Central Texas offers unpaid internship positions for individuals wishing to gain hands-on experience in the non-profit sector. As a NAMI Intern you will support our missions of eliminating the stigma surrounding mental illnesses; affecting positive changes in the mental health system; and increasing the public and professional understanding of mental illnesses. Visit www.namicentraltx.org to find out more about what we do!

Internship Summary

The Expansion/Outreach Intern will work closely with their supervisor to complete projects and tasks related to the expansion of NAMI Central Texas programs. The intern will assist with various projects related to the increase of community contacts, presentations, and outreach efforts. This internship will include tasks ranging from the entry/analysis of data to assisting with virtual programming/presentations/volunteer information sessions. This is a unique opportunity to learn about mental health services in the Central Texas area while making an impact on the operation of our organization.

Details

5 -10 hours per week

Spring 2021 and possibly Fall 2021

Must be able to work daytime hours with occasional evening availability preferred

All work will be remote until further notice

Primary Responsibilities

- Perform general data entry and maintaining data systems to support programs.
- Provide clerical support for outreach to include sending large formatted emails; editing files and organization of materials.
- Research, record and organize community resources and outreach contacts.
- Assist with community outreach by attending events, meetings and other online platforms as a representative of NAMI Central Texas to support growth in programs.
- Provide support for volunteers by hosting/producing Zoom online programming.
- Assist with planning, organizing and hosting training/information sessions to volunteers.
- Other duties as assigned by Supervisor

Qualifications

- Lived experience preferred (Individuals living with mental health conditions and/or individuals who have a family member living with a mental health condition)
- Current college student interested in social services, operations, and outreach in a nonprofit organization.
- Respect and compassion for people affected by mental health conditions
- Excellent organization skills and ability to prioritize work independently
- Attention to detail and ability to stay motivated with repetitive tasks
- Self-starter with excellent verbal and written communication
- Good communication skills and a supportive, empathetic style
- Proficiency with Gmail, Google Forms, and Google Sheets or similar applications
- Enjoys being a member of a team