

NAMI Central Texas Program Support Intern (Fall 2021)

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 Program Support Intern will work closely with the Program Team and their designated supervisor to complete projects and tasks related to the Support Groups/Classes/Workshops/Presentations/Program Trainings of NAMI Central Texas. The intern will assist with various projects related to the organization and distribution of materials and information regarding programming to participants and the community.

Details

5 -10 hours per week

Fall 2021

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

All work will be remote until further notice

Primary Responsibilities

- Observes and assists Program Coordinators/ Program Leaders to learn about areas of career interest.
- Assists, as necessary, in the coordination, administration, or monitoring of programs
- Assists, as necessary, with researching, collecting, and organizing data, performing analyses, and preparing reports to supplement knowledge gained through academic courses.
- Perform administrative duties in support of program logistics and materials
- Research community resources and outreach strategies in order to increase NAMI Central TX presence in all service areas.
- Attend outreach events, and collaboration meetings in the community as a representative of NAMI Central Texas
- Provide virtual/IT support for all types of programming when needed
- Perform related duties as required and/or assigned.

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 organizational skills, and ability to prioritize and work independently
- Attention to detail and ability to stay motivated with repetitive tasks
- Self-starter who is action-oriented
- Demonstrates excellent verbal and written 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