

## **NAMI Central Texas BIPOC Program Intern (Fall 2022) (2 positions)**

NAMI Central Texas offers unpaid internship positions for individuals interested in a career in mental health who wish to gain hands-on experience in the non-profit sector. The Program Support Intern has the unique opportunity to learn about mental health services in the Central Texas area while making an impact on the operation of our organization. Join us in eliminating the stigma surrounding mental health conditions, affecting positive changes in the mental health system, and increasing the public and professional understanding of mental health conditions. Visit [namicentraltx.org](http://namicentraltx.org) to find out more about what we do!

### **Internship Summary**

The BIPOC (Black, Indigenous, People of Color) Program Intern will work closely with the supervisor to complete projects and tasks related to specific BIPOC projects at NAMI Central Texas. Tasks will include (but are not limited to) creating strategic outreach plans for specific BIPOC communities, creating materials to meet specific grant requirements, assisting with the organization, and delivery of Advisory Committee sessions.

### **Details**

- Hours per week: dependent upon school requirements
- 5 -15 hours per week
- Fall 2022
- Must be able to work evening hours with occasional daytime availability preferred
- All work will be remote until further notice

### **Primary Responsibilities**

- Observes and assist Program Coordinators/ Program Leaders to learn about areas of career interest.
- Assists with the development of materials for specific BIPOC communities that meet grant requirements
- Assists with creating outreach plan to share BIPOC materials within specific communities
- Assists with the development of culturally specific materials (in specific languages) for BIPOC communities
- Assists, as necessary, with researching, collecting, and organizing data, performing analyses, and preparing reports to supplement knowledge gained through academic courses.
- Researches community resources and outreach strategies in order to increase NAMI Central TX presence in BIPOC communities service.
- Attends outreach events and collaboration meetings in the community as a representative of NAMI Central Texas

- Provides virtual/IT support for all types of programming when needed
- Assists with data collection, data entry, and data reports for programs on several different platforms.
- Performs 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)
- Applicant must be a recent graduate or student working toward a degree
- Bilingual (Spanish) preferred
- Exceptional written and verbal communications skills
- Strong attention to detail
- Solid grasp of key technology (i.e. Microsoft Word, Excel, and PowerPoint), cloud-based software (Dropbox and Drive), design tools (Canva), and social media platforms & management tools