

NAMI Central Texas Program Support Intern (Fall 2022) (3 positions)

NAMI Central Texas offers unpaid internship positions for individuals wishing to gain hands-on experience in mental health and 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 is a non-paid position working directly with the Programming Team on the planning, development, coordination, implementation, and reporting of all NAMI Central Texas education programs, presentations, and outreach.

Details

5 -15 hours per week

Fall 2022 & Spring 2023 (preferred)

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

All work will be remote until further notice

Primary Responsibilities

- Observe and assist Program Coordinators/ Program Leaders to learn about areas of career interest
- Assist, as necessary, in the coordination, administration, and monitoring of programs
- Assist, as necessary, with researching, collecting, and organizing data, performing analysis, 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's 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
- Assist with data collection, data entry, and data reports for programs on several different platforms
- 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 students who are interested in social services, operations, and outreach in a nonprofit organization.
- Bilingual (preferred)
- Respect and compassion for people affected by mental health conditions

- Excellent organizational skills, and ability to prioritize and work independently
- Attention to detail
- 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