Community Programs Internship Job Description

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| **Job title** | *Community Programs Intern* |
| **Reports to** | *Director of Programs* |

**Summary:**

The *Community Programs Internship* is a non-paid Internship working directly with the Director of Programs and Community Engagement Coordinator on the planning, development, coordination, implementation, and reporting of all NAMI North Texas’ programs, presentations, and outreach. Additionally, the Internship will involve research and dissemination about a particular mental health-related topic in North Texas to our NAMI Community.

**Required Experience and Qualifications:**

* Willing to commit to the intern position for the Spring Semester and attend NAMIWalks on May 18th 2025.
* Ability to manage and prioritize multiple projects while responding quickly to emerging opportunities
* A high regard for accountability, outputs, and outcomes
* Attention to detail and ability to be flexible and work well with deadlines
* Comfortable working with sensitive issues and commitment to respecting the confidential nature of the programs and services offered by NAMI North Texas
* Creativity, integrity, initiative, patience, enthusiasm and professionalism
* Excellent written and verbal communication skills and ability to work in a team environment

**Preferred Qualifications:**

* Bilingual Spanish/English
* Personal or professional experience with individuals and families affected by mental health conditions
* Volunteer experience in the nonprofit sector

**Responsibilities:**

* Community networking and outreach
* Assisting NAMI North Texas Programs Department with relevant, specific tasks
* Assist with maintaining program data collection, aggregation, and entry
* Assist with program administration to include:
  + Community Partner Outreach Presentations
  + Summer Symposium Event Planning
  + Volunteer coordination for non-Signature Programs
* Provide weekly status updates to Director of Programs about ongoing projects
* Other duties as assigned by Director of Programs

**Essential Skills**

* Knowledge and understanding of NAMI programs and mission
* Ability to adapt and manage competing demands
* Ability to work independently as a self-starter
* Strong planning and organizational skills
* Confidence and comfortability with answering phones and participant questions
* Strong understanding of and empathy for working with individuals with disabilities, specifically mental illnesses

**Why intern for NAMI North Texas?**

* You will have a direct impact on connecting people from low-income and disadvantaged communities to critical mental health services as well as building a stigma-free, nonjudgmental, supportive community for people with mental health challenges and their families.
* Be a key player in the nation’s largest, grassroots movement dedicated to mental health advocacy, eradicating stigma and increasing access to mental health services. (Texas is 51 out of 51 for access to mental health services)
* You will not just be an intern; you will be a member of the NAMI North Texas community. We are a family of volunteers, staff, and community partners who are passionate about moving the needle on Mental Health in North Texas.
* Work environment where diversity in experience, culture, and perspective is a necessary, core value to all the work we do.

*NAMI North Texas provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*