

Job Description

Job title	<i>Community Engagement Intern</i>
Reports to	<i>Assistant Director of Volunteers</i>

Summary:

This is a non-paid position working directly with the assistant director of first responders and volunteers on the planning, development, coordination, implementation and reporting for the volunteer program and first responders' peer support program. This includes internal administrative duties, and possible programming and outreach events and efforts.

Required Experience and Qualifications:

- Bachelor's degree or currently enrolled in an accredited college or university in marketing or related field of study
- Ability to manage 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;
- Experience in the nonprofit sector is an advantage

Responsibilities:

- Community networking and outreach
- Building community partners and growing law enforcement participants
- Event planning and program development
- Volunteer engagement and coordination
- Assisting department with specific tasks
- Office administrative duties such as data entry, basic research

Essential Skills

- Knowledge and understanding of NAMI programs and mission

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- Ability to adapt to changes in the work environment and manage competing demands
- Ability to work independently as a self-starter
- Strong planning and organizational skills
- Ability to assess individual skill levels and interests and tailor them to appropriate jobs
- Strong understanding of working with individuals with disabilities specifically brain disorders

Intern

Date

Assistant Director

Date

Executive Director

Date