

## Programming Assistant Internship Job Description

<b>Job title</b>	<i>Programming Assistant Internship</i>
<b>Reports to</b>	<i>Program Director</i>

### Summary:

The Program Assistant is a non-paid Internship working directly with the Program Director on the planning, development, coordination, implementation and reporting of all NAMI North Texas' education programs, presentations, and outreach.

### Required Experience and Qualifications:

- Currently pursuing a degree in Public Health, Social work or a related field.
- Willing to commit to the intern position for four months, with the possibility of a longer internship available
- 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;
- Volunteer experience in the nonprofit sector is an advantage

### Responsibilities:

#### Programs

- Assist with program administration to include:
  - NAMI education classes;
  - NAMI support groups;
  - Outreach presentations;
  - Ending the Silence presentations;
- Assist Program Director with the planning of programs from 2020-2021
- Provide technical assistance to volunteers who lead and/or work with all education programs (as needed)
- Maintain program tracking and data reporting;

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- Provide Program Director status updates in all programs at the end of every month
- Maintains email correspondence between Program Director and Program Leaders (as needed)

**Administrative:**

- Maintain and update NAMI NTX calendar;
- Assist with board meeting and general meeting preparation;
- Oversee the creation of monthly newsletter and electronic communications using content from all staff;
- Maintain and confirm speaker/event requests with Outreach Coordinator (as needed)
- Maintain NAMI North Texas website.
- Maintains and responds to general information email box
- Other administrative duties as assigned by Executive Director or Outreach Coordinator.

**Essential Skills**

- Knowledge and understanding of NAMI programs and mission
- 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

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Programming Assistant Intern

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Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date