

Intern with NAMI Greater Cleveland!

Do you have a passion for raising mental health awareness? Are you someone who wants to be part of a national movement to support people with mental illness, provide education and resources, and eliminate stigma everywhere? NAMI Greater Cleveland is happy to offer internships in the areas of **Helpline, Communications,** and **Marketing & Development.**

Our internship opportunities are unpaid and are available to rising juniors and seniors enrolled in accredited four-year university programs, as well as graduate students. For Marketing & Development and Technology Production, full fall/spring academic year internships are **preferred**, but single semester internships will also be considered on a case-by-case basis. For the Helpline, full fall/spring academic year internships are **required**. Our Helpline and Volunteer Coordinator is also equipped to provide clinical supervision to bachelor's level social work students serving as Helpline interns. We require a **minimum of 8+ hours of work weekly** from all our interns.

NAMI Greater Cleveland internships allow you the opportunity to build professional relationships in the nonprofit mental health field to strengthen your chances of finding employment upon graduation. We are always looking for creative individuals who are passionate about mental health advocacy and eager to put their unique stamp on more relevant and innovative programming.

See below for brief descriptions of the responsibilities of each of our internship opportunities. Complete the form below to apply for an internship with NAMI Greater Cleveland. For any additional questions, please contact Melissa Cocchi, Helpline and Volunteer Coordinator, at mcocchi@namicleveland.org.

Helpline Intern responsibilities include:

- respectfully and effectively respond to calls, emails and live chat inquiries to NAMI Greater Cleveland Helpline service, in accordance with the NAMI Helpline model
- maintain the privacy of people who contact the Helpline by keeping their sensitive, private and personal information confidential
- intervene immediately and appropriately when there is a danger of harm to a Helpline caller or others.
- complete data collection and recordkeeping tasks in an accurate, timely manner.
- maintain a high level of energy and enthusiasm for NAMI and NAMI Greater Cleveland's mission and purpose
- conduct volunteer work in a manner that is aligned with NAMI Greater Cleveland's mission and consistent with the organization's policies

- demonstrate a positive, professional demeanor with NAMI Greater Cleveland community partners, staff, and other volunteers at all times
- respect, relate to and represent the interests of persons with mental illness and their family members

Communications Intern responsibilities include:

- create social media posts and other promotional materials for NAMI Greater Cleveland events and programming
- develop outreach lists for promotion of NAMI Greater Cleveland events
- provide support at NAMI Greater Cleveland in-person events as needed
- research topics and assist staff in the development of relevant stories using a variety of sources to be shared on NAMI Greater Cleveland’s social media sites: Facebook, Instagram, Twitter, YouTube, LinkedIn
- produce and edit video, podcasts, and live stream content that adheres to NAMI Greater Cleveland’s guidelines and standards; share content on our online channels, including social media and YouTube
- communicate with writers, directors, coordinators and other members of staff to ensure the smooth running of projects
- provide assistance in all components of production for virtual programming including moderating and managing the technological aspects of presentations (e.g., announce guests, oversee chat box, Q&A, post-presentation materials, poll management)
- assist program facilitators and participants by handling technical issues as they arise
- assist with the development of online surveys for various departmental needs

Marketing & Development Intern responsibilities include:

- help develop content and graphics to be shared on NAMI Greater Cleveland’s social media sites: Facebook, Instagram, Twitter, YouTube, and LinkedIn
- provide assistance writing and editing articles for quarterly newsletter, monthly e-newsletter and annual reports
- assist with general aspects of organizing NAMI GC’s Membership/Volunteer Appreciation event, Annual Meeting and Awards Ceremony, and NAMI Walks
- meet weekly with Special Events and Development Coordinator and contribute to event planning and social media program planning

Compensation:

This is an unpaid position. There is opportunity for school credit if pre-approved. The position offers an excellent opportunity to work on substantive projects and can result in a great reference. Complete CSU’s PSY 391 Internship Application form at <https://artsandsciences.csuohio.edu/sites/default/files/PSY%20391%20Internship%20Application.pdf>

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION:

- At NAMI, we believe a diverse, inclusive, and equitable organization (or Alliance) is one where all volunteers, employees, and members — regardless of gender, race, gender identity, ethnicity, national origin, age, sexual orientation, education, disability, veteran status or other dimension of diversity — feel valued and respected.
- We are committed to providing informed, authentic leadership for cultural equity and modeling diversity and inclusion for the entire NAMI alliance.

- We expect all of our interns to embrace this notion and to express it in program interactions and through everyday practice.
- We are committed to a nondiscriminatory approach and to providing equal opportunity for internships in all programs & worksites.

APPLY HERE:

<https://namigreatercleveland.org/get-involved/become-an-intern/>

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