



Position title: Admin, Marketing, and Communications Intern

Position Summary

We are looking for an enthusiastic and creative individual to help us grow our Family Supports. The National Alliance on Mental Illness is the nation's largest grassroots mental health organization helping families and individuals affected by mental health conditions build better lives through education, support, and advocacy. Our mission is to decrease stigma, educate communities, and help people find the support they need.

This internship is unpaid and reports to the Family Services Director.

Schedule and Location

Minimum 5 hours per week. Schedule dependent interns' availability. Work is currently being done remotely, there is an opportunity for in-person work. We are happy to work with you to help fulfill any volunteer or academic program requirements.

Responsibilities

Depending on interest and skill level, some responsibilities will be chosen from the list below.

- Co-facilitate volunteer meetings, including developing agendas, doodle pools, taking notes, and distributing meeting recordings
- Improve and distribute support group reminder emails and unsubscribe individuals
- Develop volunteer newsletter

- Website and social media optimization on Facebook, Twitter, Instagram, Eventbrite, Meetup, and similar platforms
- Track social media engagement to identify high-performing ideas and campaigns for scalability
- Work closely with staff to promote all programs, support groups, classes, trainings, events, and announcements online and in person
- Assist with the design and execution of social media campaigns
- Create weekly and monthly editorial calendars to promote NAMI SF on various social media websites
- Create an online program calendar that promotes support groups and other services

- Create and distribute content such as flyers, blogs, infographics, videos, and press releases
- Support NAMI SF team at live and online events

Knowledge, Skills, and Experience

- Passion for mental health
- Comfort on the internet and ability to work across multiple platforms simultaneously
- Experience with online platforms, including Google Workspace: Drive, Calendar, Meet, Sheets, Docs, Slides, etc.
- Experience with major social media platforms including Facebook, YouTube, and Instagram
- Experience with web and graphic design
- Knowledge of Canva
- Knowledge of doodle polls or other survey/polling technology
- Strong editing/writing skills
- Ability to balance tasks simultaneously and meet deadlines
- Ability to work well with others
- Knowledge of social media analytics software, such as Facebook Insights to track audience engagement and campaign performance

- Set your own schedule and work remotely
- We are very interested in supporting our interns in their career development and will work with you to build skills in your interest area
- Flexible hours meet any school requirements
- We are a small and dynamic team that promotes a supportive work environment and encourages creativity
- Learn how non-profits operate, develop programming, and fundraise
- Join a community of passionate people and help improve the lives of those affected by mental health conditions!

**To apply please contact:
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