



Volunteer & Intern Opportunities

Now accepting applications for unpaid opportunities. Limited number available. We are accessible on the green DART line, or via DART bus.

Season	Beginning Date	End Date	Intern Expected Available Hours	Intern Expected Available Weeks
Spring 2017	January	April	20 hours/week (adjustable)	8 weeks
Summer 2017	June	August	20 hours/week	8 weeks
Fall 2017	September	December	20 hours/week (adjustable)	8 weeks

Mental Health America of Greater Dallas offers a variety of selective volunteer and internship opportunities that are great hands-on learning experiences. If you partner with us, you'll get a wide range of experience as well as access to staff members who can help coach you and teach you practical skills to supplement your education. A general interest in mental health is, of course, a plus in any of our opportunities.

Our internship opportunities are flexible to work with you. All interns are expected to work at least 20 hours per week, and to be available for 8 weeks (preferably consecutive) during the internship period. However, interns who work closer to a full-time work schedule typically learn more. Opportunities are generally available year-round. Summer positions are the most popular and most competitive. **Need course credit?** Let us know so we can reach out to your school.

Our volunteer opportunities are flexible as well and have no formal expectations on days or times available.

To apply: Interested applicants should submit a cover letter and resume to **email**. Please reference the volunteer/intern title in the subject line of the e-mail. The best cover letters tell us why you want to partner with us and why you are interested in mental and behavioral health. We'd love to hear any thoughts on the kind of project you might want to work on too!

- Development
- Community Education
- Digital Outreach and Engagement
- Public Policy
- Sales and Marketing
- Youth and Adolescents
- *Rotation through multiple opportunities is also available*

Development Intern/Volunteer

At its core, fundraising is about relationships. Mental Health America's Development Department is successful because it is made up of staff who genuinely enjoy interacting with people, an important asset in the world of corporate fundraising.

As a Development intern, you will be actively involved in both day-to-day operations and special projects of the Development Department. You will gain valuable experience in building donor relations and maintaining records, as well as conducting online fundraising and private foundation research.

This position is ideal for those interested in pursuing careers in fundraising, customer relationship management, and business.

When you partner with us, you may learn how to:

- Conduct prospect research on individual, foundation, and corporate donors
- Manage donor and grant databases in Salsa (prior experience not needed)
- Perform other duties as assigned

An ideal candidate should:

- Have strong writing and editing skills, strong phone presence, and excellent research skills
- Express an interest in a nonprofit career and a desire to learn more about fundraising and marketing
- Produce high-quality, error-free work
- Demonstrate adherence to deadlines and the ability to work independently with initiative
- Communicate efficiently and professionally
- Be able to travel within the Dallas area up to 10%
- Be proficient with Microsoft Office

Community Education Intern/Volunteer

As a Community Education intern, you will work with the Director of Community Education on regional-reaching initiatives to increase public understanding of a wide range of mental health conditions, their causes and what can be done to address them or prevent them.

This position is ideal for those interested in pursuing careers in training, campaign management and communication.

So what can the Community Education Intern expect to do?

- Research – We want your help to keep our information as current and cutting-edge as possible.
- Writing – Having great information is one thing, but it's no good unless it can be communicated clearly and effectively across a range of media.
- Web Updates – Since the internet is the primary way that people get health information, it's important that the information Mental Health America has on its website is current, visually appealing and search engine optimized so it can be found easily.
- Campaign Preparation – Depending on the time of year, you'll assist with development of either the May is Mental Health Month or Back to School/Back to Campus toolkits.
- Outcomes Measurement – You'll help find the best ways to track our impact and report on what we've accomplished.
- Other Duties – We'll figure out what skills you have, what you are particularly interested in learning, and how we can put your talents and interests to work.

Ideal candidate should:

- Have an interest in mental health, writing, or helping others. An interest in public health is critical.
- Have strong writing skills.
- Be familiar with basic Microsoft Office.
- Produce high-quality, error-free work.
- Communicate efficiently and professionally.
- Graphic design and/or web site editing experience is a plus.

Digital Outreach and Engagement Intern/Volunteer

As a Digital Outreach Intern, you will be actively involved in developing strategies to engage Mental Health America's online communities by improving social media presence, developing content and messaging, and planning creative ways to get our name and message out there. You'll work closely with our team to leverage the power of social media to enhance MHA Dallas' presence on Facebook and other platforms.

This position is ideal for those interested in pursuing careers in digital media and community engagement.

When you intern here, you will learn how to:

- Strategically use social media to increase message and brand
- Manage and develop online communities
- Create new written and visual digital content
- Create social media campaign initiatives and execute them across a variety of a platforms
- Perform other duties as assigned

An ideal candidate should:

- Have experience working with (but not limited to) Facebook and Twitter to promote a social justice cause
- Have an interest in marketing, business, public relations, or communications
- Be creative and able to work independently
- Have strong writing skills
- Be highly organized, with the ability to prioritize time-sensitive projects
- Produce high-quality, error-free work
- Communicate efficiently and professionally
- Graphic design and/or video editing skills are a plus.

Public Policy Intern/Volunteer

This position is ideal for individuals interested in pursuing careers in advocacy, policy, and social work.

As a Public Policy intern, you will work on state and federal policy around mental health. Based on what the policy priorities are at the time and your specific interests, we can work together to put together a discrete project. An example project would be to create a manual of what Parity Act compliance should look like, legal analysis to explain why this is what the law requires, and how to best determine if the law is being complied with, given low transparency and limited capacity for enforcement. Our organization has a lot of flexibility and a lot of ways we do advocacy and creative ideas are always welcome.

An ideal candidate should:

- Have an interest in helping others
- Have strong writing skills
- Be familiar with basic Microsoft Office
- Produce high-quality, error-free work
- Communicate efficiently and professionally
- Attend community and professional meetings concerning mental health legislation

Sales and Marketing Intern/Volunteer

This position is ideal for students interested in pursuing careers in business, marketing, sales, or non-profit management.

As a Sales and Marketing Intern, you'll get a firsthand experience designing and implementing plans to increase program-related sales revenue at a nonprofit. You'll learn how to come up with target lists and plans to approach different customers. You'll draft presentations and scripts. You'll evaluate advertising options for Return On Investment. And you'll do it all for a great cause.

When you intern here, you'll learn how to:

- Write scripts and design presentations for marketing
- Draft copy and potentially design flyers or marketing materials
- Create business plans
- Research target lists
- Strategize outreach
- Meet with exhibitors and conventioners

An ideal candidate should:

- Have an interest in marketing, business, or sales
- Have strong written and oral communication skills
- Produce high-quality, error-free work
- Communicate efficiently and professionally

Youth and Adolescents Intern/Volunteer

As a Youth and Adolescent Intern, you will be actively involved in the maintenance of the WHO® program and the programming of the Adolescent Symposium of Texas.

WHO® (We Help Ourselves) is a prevention and education program designed for youth ages 4-18. WHO teaches children how to protect themselves from victimization, such as child abuse, neglect, bullying, kidnapping, peer pressure, domestic violence, social media, and emotional abuse.

The Adolescent Symposium of Texas is designed for anyone who works with teenagers and adolescents and features a wealth of programming and learning opportunities specific to youth-related mental illness. Conference attendees can qualify for six CEU/contact hours, access the exhibit area and participate in a dedicated ethics session.

This opportunity is ideal for students interested in pursuing careers in education, counseling, social work and research.

As an intern, you will learn and experience:

- ACT! / KIMBIA / Constant Contact data management systems
- Knowledge of education system in North Texas
- Research Skills
- Networking Skills
- Time Management Skills
- Scheduling

An ideal candidate should:

- Have ability to internalize the WHO® Program's mission
- Have ability to organize and implement marketing strategies that reflect the WHO® Marketing Plan
- Ability to research, document, organize and maintain the establishment of WHO® as a Research-Based Program
- Be proficient with Microsoft Office
- Produce high-quality, error-free work
- Communicate efficiently and professionally