



A Mental Health & Suicide Prevention Non-Profit Organization

CONTENT DEVELOPMENT INTERNSHIP

Anticipated Time Frame: Spring/Summer/Fall Semesters

Working Hours: 10 hours per week (4-6 hours on-site, 4-6 hours remote)

All applications must be submitted by November 16, 2018

Job Description

1N5 is a non-profit organization that operates largely on grants and individual donations. The Content Development Intern will contribute to strengthening and expanding resources offered by 1N5 for community use (e.g. posters, fliers, reports, activities). The position will work with 1N5's staff to support a full range of initiatives, but will be largely focused on creation of a community mental health toolkit. This position is well suited for a student interested in pursuing a career in health promotion, public health, and/or mental health.

Job Duties:

- Conduct research on community needs—including educators, parents, students, clubs, etc.
- Research existing content from industry leaders.
- Create content to address community needs and share mental health resources.
- Work to create a website portal for the mental health toolkit information.
- Spearhead the creation of a community mental health campaign.
- Work with marketing and graphic design interns to package the toolkit information staying consistent with 1N5's branding.
- Assist with general administrative duties as they arise.

Qualifications:

- Excellent writing skills
- Excellent research skills
- Excellent organizational and prioritization skills
- Strong time management skills, ability to multi-task
- Excellent written communication and listening skills
- Able to work well independently, be self-motivated, and a team player
- Excellent attention to detail and highly motivated to learn
- Must be trustworthy and reliable
- Must possess a professional demeanor and operate on tight deadlines

To apply submit online application and include CV/resume (no more than two pages) and cover letter (no more than 550 words) or email above information to Erin Horn: erin_horn@1N5.org. Please include any non-profit work that you've done to date. Please also state clearly how you would bring your knowledge, skills and experience to the role, and how this opportunity would help your future career development.