



A Mental Health & Suicide Prevention Non-Profit Organization

## POLICY AND RESEARCH 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

Mental health policy defines the vision for the future mental health of the population. While much has been accomplished, in just the last decade alone, there is much work to be done. This position will support the advancement of state and local policy around mental health. Based on the current policy priorities and your specific interests, we can work together to put together a specific project.

### Job Duties:

- Conduct research and make recommendations on policy development in key areas including, but not limited to mental health prevention, early intervention, and mental health education.
- Contribute to new policy ideas.
- Attend external policy meetings as applicable.
- Assist with campaign development with the goal of engaging the community to support policy adoption at the state level.
- Work on profile building
- Contact elected officials

### Qualifications:

- Strong writing skills
- Basic knowledge and understanding of policy change
- Excellent researcher
- 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](mailto: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.**