



A Mental Health & Suicide Prevention Non-Profit Organization

1N5 INTERNSHIP

Anticipated Time Frame: Spring Semester 2021

Working Hours: 10 hours per week

All applications must be submitted by November 1, 2020

Job Description

This internship will support to promote the mission, vision, cause, and associated events in accordance with our branding standards. This individual will operate as an element of the overall 1N5 team and work with various groups to advance our mission. The intern must have an interest and passion for the mental health education arena.

Job Duties:

- Represent 1N5 at community and school events. This involves being available to work off-site at various times (including weekends)
- Help facilitate mailings
- Help to identify community needs and share/identify mental health resources
- Assist with general administrative duties as they arise
- Work as part of a team which includes 1N5 personnel and fellow interns

Qualifications:

- Excellent writing 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 Beth Dulle – beth_dulle@@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.