



Job Title: Communications Intern

Reports To: Communications and Multimedia Manager

Position Summary: The Meadows Mental Health Policy Institute (“MMHPI”) seeks a creative and organized professional to serve as Communications Intern. The Communications Intern will be considered a trainee and will learn by assisting the Institute’s communications team and advancing our communications efforts. It’s a small team within a growing nonprofit organization that values communication, collaboration, and creative solutions. The internship location for this position is Austin, TX.

Responsibilities

- Learn to develop messaging and content for print and digital materials
- Assist team in developing and executing communications plans
- Provide communications support through administrative and organizational tasks
- The Intern is encouraged to contribute original ideas for the Institute’s communications and promotional efforts
- Help create and optimize content for social media platforms
- Learn to support the team’s internal and external communications efforts through the design and maintenance of materials
- Potential additional opportunities to focus on work within your area of learning

This opportunity runs from July through August, with a flexible start and end date, lasting approximately 10 weeks. 15 hours per week is the minimum commitment. If arranged in advance, hours can be scheduled around summer travel plans. Duration and hours per week are negotiable.

The position is considered a trainee position and is not considered an employee. Thus, the internship is not eligible for minimum wage, overtime, or benefits; however, we provide a stipend of \$300 per month to assist with living expenses. We cannot guarantee interns will be selected for job placement at the end of the training period; however, if selected for the internship opportunity, you will gain a wide-degree of relevant nonprofit and mental health communications experience, and grow your network within those fields. Additionally, course credit may be available if allowed by the college/university of the applicant.

In addition to what is listed below, other experience or knowledge you bring could be helpful. Be sure to tell us about yourself!

Required Qualifications

- Degree, or progress toward a degree, in communications, journalism, marketing, graphic design, or a similar field, or demonstrated success in a relevant professional field
- Interest in public policy and/or mental health; eagerness to learn
- Strong written, verbal, and visual communications skills
- Familiarity with Adobe Creative Suite (mainly InDesign, Illustrator, and Photoshop), Microsoft Office, DropBox, and G Suite
- Ability to work independently as well as collaboratively with colleagues, including overcoming geographic and other potential barriers to teamwork.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines
- Capacity to think strategically and critically
- Flexibility in working with new issues, topics, and approaches

Preferred Qualifications

- Experience with WordPress or similar CMS
- Familiarity with social media platforms (YouTube, Facebook, Twitter, Instagram)
- Project management experience

To Apply

Qualified applicants are encouraged to submit their resume, cover letter, two references, and two - three writing samples to: jalmendral@texasstateofmind.org

Please use "Communications Internship" as the subject line for your email. We review applications on a rolling basis.

About Meadows Mental Health Policy Institute

The Meadows Mental Health Policy Institute is a nonprofit organization with a mission to provide independent, non-partisan, and trusted policy and program guidance that creates systemic changes so all Texans can obtain effective, efficient behavioral health care when and where they need it. The Institute's vision is for Texas to be the national leader in treating people with mental health needs. For more information about the Meadows Institute, please visit: www.texasstateofmind.org

The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender

(including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.