

Job Title	NAMI Walk Intern
Employer/ Agency	NAMI Greater Houston
Job Description	<p>NAMI Greater Houston (National Alliance on Mental Illness) will be holding its 9th annual NAMIWalks on April 12, 2014. We are recruiting to fill an exciting Walk internship opportunity for 5-10 hours a week. NAMI Greater Houston is a grassroots mental health organization that offers many programs and services free of charge in the Greater Houston area to people living with mental illnesses and to their family members. We also advocate for people with mental illness and work to eliminate the stigma associated with these brain disorders.</p> <p>Responsibilities include, but are not limited to: Working with volunteers and multiple staff members. 2-3 hours per week spent at the NAMI central office to carry out walk-related tasks. A total of 5-10 hours of work per week including offsite data entry. Phone calls/emails to team captains assisting them with team recruitment and fundraising. Assist with E-Blasts using Constant Contact Email Marketing (Detailed training will be provided). Assist with coordinating event logistics and our annual Kick-Off Luncheon</p>
Qualifications	<p>Demonstrate a relationship between their experience or field of study and the work of NAMI – especially Non-Profit Management, Public Relations, Social Work, Business and Communications. Demonstrate a passion and understanding for those people living with mental illness and their families. Have the ability to work as part of a team and have excellent telephone and email communication skills. Have excellent computer skills using the Microsoft Office suite. Have initiative and ability to work independently, detail oriented, and uses creative thinking when necessary. Be willing to work from December 2013 – April 2014 with the heaviest workload from February through April. Have reliable transportation.</p>
Salary/Hours	Unpaid Internship; Intern to receive a professional-level letter of recommendation at the completion of the internship 5-10 hours per week (may work from home 3-7 hours per week).
Employer/Agency	NAMI Greater Houston
Address	3630 West Dallas, Suite 140
City, State, Zip	Houston, TX 77019
Contact Person	Kathy Busby
Contact Title	NAMI Walk Manager
Telephone Number	(713) 970-4419
Email Address	kbusby@namigreaterhouston.org
Application Method	Please brief letter of interest to kbusby@namigreaterhouston.org
Opening Date	Immediately

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