

INTERNSHIP APPLICATION PACKAGE

Thank you for your interest in an internship at NAMI Montgomery County (NAMI MC). Enclosed in this package you will find the following items:

- Application Details
- Internship Details

This document will explain the application process, work schedule and what you will learn and experience during an internship at NAMI MC.

NAMI MC INTERNSHIP GOALS

NAMI MC is a grassroots organization for families and consumers, dedicated to improving the lives of children and adults living with mental illnesses in Montgomery County, Maryland. We have provided support, education and advocacy since 1978.

Our goal is to provide college students with a structured program to learn about the mental health field in a small non-profit environment, while developing contacts in our field. We have worked with students through the years, many of whom have gone on to successful careers in the mental health field.

HOW TO APPLY

We require a complete application before we will consider any student for our internship. All information must be submitted before the deadlines, no exceptions will be made.

- 1) Cover letter detailing why you are interested in interning at NAMI MC
- 2) Resume
- 3) One Letter of Recommendation

After receiving all three parts of your application you will receive a call for an interview if your qualifications meet our needs. During the interview you will speak to the NAMI MC Internship Coordinator and complete our Internship Application. Following the interview, a committee will consider your application.

Please submit your completed application through the NAMI MC website. If you have any difficulty submitting your application through the site, contact NAMI MC by emailing namioffice@namimc.org.

INTERNSHIP PERIODS AND DEADLINES FOR APPLICATIONS

NAMI MC offers one internship per semester that lasts for 14 weeks.

All interns are expected to work 20-30 hours a week. Please speak with the NAMI MC Internship Coordinator so that your internship accommodates both NAMI MC and your class schedule.

SEMESTER	APPLICATION DUE DATE	INTERNSHIP PERIOD BEGINS*
Fall	July 30	2 nd Monday in September
Spring	November 30	2 nd Monday in January
Summer	March 30	1 st Monday in May

Applicants should discuss any possible adjustments to the start date or internship schedule with the Internship Coordinator at the time of the interview.

CANDIDATE REQUIREMENTS

- Junior or Senior in college
- Major in a related field of study

* The start date can be adjusted to accommodate an intern's class schedule.

- Bi-lingual applicants are preferred but not required
- Excellent critical thinking skills
- Excellent creative thinking skills
- Excellent communication skills
- Excellent computer skills
- Excellent research skills
- Willingness to do field work
- Willingness to speak to large audiences
- Ability to attend occasional evening or weekend events
- Must be available 20-30 hours a week
- Must live in the Washington DC metro area
- Must receive class credit for the internship

NAMI MC'S INTERNSHIP PROVIDES

- NAMI MC will provide a structured internship including assignments and hands on experience in the non-profit mental health field
- NAMI MC will work with the college or university on credit requirements and supervision.
- With successful completion of the internship, NAMI MC will provide a Letter of Recommendation.
- A small weekly stipend may be available for those interns who complete a 14 week internship with 20 hours per week.

NAMI MC'S INTERNSHIP DOES NOT PROVIDE

- NAMI MC will not provide student housing
- NAMI MC will not provide transportation to and from the internship
- Interns are not eligible for NAMI MC benefits. Benefits are only available to permanent NAMI MC employees.

OFFICE HOURS

- **Office Hours:** 9:00 AM – 3:00 PM, Monday - Friday
- **Lunch:** ½ hour per day
- **Office Holidays:**
 - New Year's Day (January 1)
 - Martin Luther King Jr. Day (third Monday of January)
 - President's Day (third Monday of February)
 - Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Thanksgiving Day (fourth Thursday in November)
 - Day After Thanksgiving (fourth Friday in November)
 - Christmas Eve (December 24)
 - Christmas (December 25)

SUPERVISION

Interns report to the NAMI MC Internship Coordinator as their primary supervisor. The Internship Coordinator will work with the supervisor from the intern's university or college to ensure that all internship requirements and goals are met.

Interns choose one Program Coordinator to work with during their internship. The chosen Program Coordinator is the secondary supervisor for the duration of the internship.

EXAMPLES OF ASSIGNMENTS AND PROJECTS

To provide structure and to ensure a valuable learning experience, the intern is required to complete a series of assignments. Some of the assignments from the Internship Workbook are listed below. Additionally, regular office tasks such as filing, attendance at staff meetings and data entry may be required.

- **Day 1:** NAMI MC Orientation
- **Week 1:** Internship Contract, Internship Work Plan, Biography
- **Week 2:** One interview with a Program Coordinator and one interview with a Volunteer, Choose Program for the Public Education Assignment
- **Week 3:** Book or Video Review for the NAMI News
- **Weeks 4 - 13:**[†]
 - Resource Guide
 - Health or Community Fair
 - Attend one meeting of the Board of Directors
 - Attend and Arrange an "In Our Own Voice" presentation
 - Advocacy Initiative
 - Outreach Initiative
 - Internship Propagation
- **Week 7:** Midterm Evaluation with Internship Coordinator and Program Coordinator
- **Week 14:** Final Evaluation
- **Helpline:** One of the daily components of the internship is taking phone calls, emails and visits from consumers, caregivers and professionals who are looking for confidential empathetic support, information and resources.
- **Public Education:** Each intern will choose to work with one Program Coordinator with whom to work. The Program Coordinator will work with the Internship Coordinator to create assignments for the intern. The following are examples of assignments for the Public Education portion of the internship. New assignments are created for each intern based on their interests and the Program Coordinators needs.
 - Create a Latino Health Providers and Resources Database
 - Organize an educational event for the Latino Community
 - Assist Latino Outreach coordinator with publicity and other duties
- **Special Projects:**

[†] Depending on NAMI MC's events and classes at the time of the internship some of the assignments may be adjusted or modified.

- Fall Interns will work on the NAMI MC Heroes Dinner and Silent Auction as well as Mental Illness Awareness Week.
- Spring Interns will work on the NAMI Walk.

NAMI MC'S POLICIES

- **Non-Discrimination:** NAMI MC is an equal opportunity employer and does not discriminate on the basis of age, race, sex, sexual orientation, religion or disability.
- **Religion:** NAMI is nondenominational but respects all religious beliefs. However, NAMI recognizes that the majority of those affected by mental illness find that religion or spirituality has an important role in their ability to cope with their illness or in caring for an ill friend or family member.
- **Politics:** NAMI does not lobby or endorse specific political parties or candidates nor attempt to influence how members vote in Presidential, Congressional or other elections. NAMI does advocacy on a national, state and local level for laws and policies which affect those diagnosed with mental illnesses and their families.

TRANSPORTATION TO NAMI MC

There are multiple ways to get to NAMI MC. Visit the website at www.namimc.org/directions.asp for more information and personalized driving directions and bus routes.

TO LEARN MORE

Visit NAMI MC's website at www.namimc.org to learn more about us!