**NAMI Dane County**

**Public Relations and Events Intern**

**Position Description**

NAMI Dane County is the founding chapter of the National Alliance on Mental Illness - the nation's largest grassroots organization that provides education, support and advocacy for people affected by mental illness.

The Public Relations and Events Intern will work on organization-wide design and content generation in the areas of public relations, media relations, marketing communications, social media and fundraising. This position reports to the Executive Director.

**Responsibilities**

* Generate organization-wide content and design for NAMI communications using Adobe InDesign
* Write and publish weekly blog posts on the NAMI Dane County blog
* Design the bi-monthly newsletter and write articles as needed on mental health research and policy updates
* Reach out to media outlets and pitch story ideas to increase NAMI Dane County’s visibility in the community
* Manage all NAMI Dane County social media accounts
* Provide data entry and clerical support
* Provide special event support at the 2017 Awards Banquet and Gala
* Other duties as assigned

**Qualifications**

* Passion for NAMI Dane County’s mission
* Working on a Bachelor’s or Master’s degree in journalism, communications, graphic design, public relations, mass media or related field
* Proficient in Microsoft Office and Adobe InDesign
* Writing and editing experience (externally focused) with a variety of print and online communications media
* Excellent written and verbal communication skills
* Ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time