**NAMI Dane County**

**Public Policy 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 Policy Intern will work on local and state policy issues around mental health, ensuring accessibility and affordability of quality mental health treatment services. Additionally, this individual will develop advocacy resources, educational materials, and trainings to assist grassroots members in sharpening their advocacy skills. This position reports to the Executive Director.

**Responsibilities**

* Research and analyze local and state mental health policy issues
* Assist the Executive Director in developing our public policy platform
* Translate policy issues into simple, succinct and compelling language
* Assist the Executive Director in drafting position statements on policy priorities and initiatives
* Develop advocacy resources and educational materials for grassroots members and leaders
* Conceptualize and execute grassroots and online campaigns to advance advocacy priorities
* Work with the Communications and Development Coordinator to develop graphic, high-impact materials that prompt action
* Manage the Advocacy page on the NAMI Dane County website
* Develop an Advocacy Toolkit
* Provide technical assistance on advocacy and policy to NAMI grassroots members and leaders
* Other duties as assigned

**Qualifications**

* Passion for NAMI Dane County’s mission
* Strong interest or experience in mental health advocacy and policy
* Working on a Bachelor’s or Master’s degree in public policy, social work, political science, or related field
* Demonstrated skill in writing for a lay audience and to promote action
* Excellent written and verbal communication skills
* Demonstrated skill in developing impactful advocacy or marketing materials
* Ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time