AGENCY DESCRIPTION: Mental Health America of Georgia (MHA of GA) seeks to enhance the mental health and wellness of Georgians through education, advocacy, and outreach.

CONTACT: Taimere Wood, Director of Operations & Development, Taimere@mhageorgia.org

REQUIREMENTS AND QUALIFICATIONS

EDUCATIONAL BACKGROUND:
Bachelor’s degree; enrolled in MPH or PhD or DrPH program in the Graduate School of Public Health or related master’s level program.

GENERAL INTERN SKILLS/RESOURCES REQUIRED:
Under the supervision of MHA of GA’s Intern Coordinator (aka Director of Operations & Development), the intern should have the following skills/resources:

- Interest about the health needs of vulnerable populations (e.g., mental health, homeless, etc.)
- Beginning knowledgeable about mental health, substance abuse
- Good organizational skills
- A sharp eye for detail
- Self-starter and be a quick learner
- Be reliable, responsible and accountable
- Be able to work independently & to multi-task
- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Professional demeanor
- Experience using Microsoft Excel and PowerPoint programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines
- Driver’s license & personal vehicle
- Public health/social justice interests
- Ability to perform repetitive task such as stuffing envelopes
- Intermediate to advanced organizational skills
- Ability to manage multiple projects as needed
- Able to work in fast paced environment at times
- Participate weekly or monthly coordinating meetings
- Desired to speak a foreign language
- Occasional events to be worked on Saturdays and Sundays, which will clearly planned

COMPENSATION: Unpaid, but there are opportunities to connect existing internships existing grants.

Note: Monthly stipend may not be available, but intern will be compensated for any mileage due to outreach responsibilities and have opportunities to participate in trainings and conferences as well as periodic networking lunches with executives.

Program Coordinator
Assist with the day-to-day promotion and operations of various MHA of GA programs including
Mental Health First Aid, Kids on the Block, and Maternal Mental Health Initiatives to planning/attending mental health community outreach events.

Applicant should have beginning knowledge in mental health or interest community outreach, be detail oriented, and have experience in writing, general office skills, and internet research. Proficiency with graphic design programs a plus. Duties include:
- Establish long-term operational objectives, researching factors that may impact the success of the programs, and work with individuals or groups to research and document program requirements in order to provide appropriate input into the development of strategic plans.
- Assist with MHA of GA printed and electronic promotional materials
- Creative approach to addressing public health promotion
- Experience in webpage management, creating newsletters, and other social media informational platforms
- May involve some research and proofreading
- General office assistance, such as photocopying and filing
- Research and contact interested parties about MHA’s programs
- Coordinate community outreach events, meetings, conferences, etc and represent the organization and its programs in a knowledge and professional manner
- Proficient with Microsoft Office products and extensive library and web search tools
- Ability to meet deadlines
- Driver’s license & personal vehicle
- Public health/social justice interests
- May be asked to work additional hours (nights and weekends) as needed
- May supervise program support interns as needed

This is not an administrative support position.

Please reply to with your resume and cover letter with salary requirements to Director of Operations & Development, Taimere Wood at Taimere@mhageogia.org. Please include “Program Coordinator” in the subject line. No phone calls please.