



MAMH Communications and Program Intern – Job Description

The MAMH Communications and Program Intern will contribute to a broad range of projects at the Massachusetts Association for Mental Health (MAMH). The intern's work will support communications functions, research initiatives, policy analysis, program development, and innovation implementation projects. These activities build on MAMH's long and successful history of identifying systemic gaps in the delivery of effective mental health services across the lifespan, developing and testing feasible solutions to address the gaps, and advocating for policy change to support successful implementation. This is an on-site, part-time position (20 hours per week). Responsibilities will include:

Communications & Digital Media

- Write short- and long-form content for social media channels, the MAMH blog, email newsletters, and general communications.
- Maintain generalized communications across web and social channels to promote MAMH activities, provide mental health education, and highlight advocacy opportunities.
- Upload and maintain key web elements, including reports, white papers, issue briefs, fact sheets, images, and media mentions.
- Resize and adjust graphics and images to suit various social media platforms.
- Support communications and development outreach with stakeholders, funders, partners, and the MAMH Board.

Events & Special Projects

- Assist with the planning and execution of events, including conferences, planning meetings, Board meetings, symposia, and fundraising/awareness events.
- Print and prepare event materials, such as biographies, agendas, and bibliographies.
- Gather giveaway items, manage attendee information collection (surveys, contact details), and assist with basic event set-up and take-down.

- Complete other responsibilities as requested by the President and CEO.

Program & Policy Support

- Support work related to MAMH contracts, grants, technical assistance, training, and evaluation initiatives.
- Contribute to written policy products, including fact sheets and issue briefs.
- Assist in preparing grant applications and fundraising strategies.

The ideal candidate will have the following qualifications:

- Enrolled in an undergraduate or graduate degree program in behavioral health, social policy, public policy, public health, or other relevant field.
- Knowledge of the unique social, emotional, and behavioral health needs of individuals across the age span.
- Exceptional interpersonal, written communication, verbal communication, and organizational skills.

Compensation: \$20/hour

To apply, please submit a resume AND cover letter to opportunities@mamh.org, with the subject line “Internship.”

About the Massachusetts Association for Mental Health

MAMH is a nonprofit employer, promoting diversity and inclusion in our workplace. We are committed to and value equity and diversity in our workforce and in our work to end disparities for people who are at risk for or live with behavioral health conditions. We strongly encourage and welcome people of color, people with disabilities, those with personal experience related to a mental health condition, members of the LBGQT community and people with diverse life experiences and backgrounds to apply. We are an Equal Opportunity Employer. Since 1913, MAMH has worked to improve understanding of mental health conditions and combat disparities in health services access. We envision a day when all individuals and families across the Commonwealth have the resources and opportunities they need to promote resilience and protect overall health. MAMH disseminates knowledge, convenes diverse stakeholders, and advocates for policy change.