



**WANT TO MAKE A DIFFERENCE WITH A PENNSYLVANIA STARTUP NONPROFIT?  
Internship Opportunity Spring 2019**

**Background**

DMAX Foundation is a Philadelphia-area nonprofit whose focus is to create trusting environments for students to have honest everyday conversations about mental health so they can understand and help each other. We accomplish this through DMAX Clubs on college campuses. The Clubs create an environment where students can get together to talk about how they are doing, how their friends are doing and how they can help each other. The Clubs, which also involve fun, food and activities are for all students because mental health is everyone's concern.

**Position Description**

This internship is appropriate for students in many different disciplines including but not limited to Communications or Marketing, Business, Social Sciences, or Public Health. The role provides the student the opportunity to be involved in a variety of activities related to the running of a young, small organization. Some of the activities include marketing and communications, research, promotion, planning and strategy, administrative tasks, and website and social media strategies.

The ideal candidate will have a passion for our mission, interest in being a part of a startup organization, and excellent communications skills and enjoy a fast paced environment with varied requirements. The intern will work closely with the Executive Director and the Outreach Coordinator to:

- Using communication tools for outreach to build the base of DMAX Foundation's constituents
- Event planning and execution
- Assist DMAX Foundation with other tasks as requested

**Skills and Qualifications**

- Communications
- Marketing
- Social Media networking, outreach and promotion
- Creativity
- Excellent oral and written communication skills
- Strategic thinking and planning capabilities
- Ability to work independently and on a team
- Ability to implement a plan
- Persistence and persuasiveness
- Good listening skills
- Ability to engage in varied responsibilities
- Experience developing project plans and meeting timelines
- Excellent organization skills
- Strong knowledge of Microsoft Office Products (Word, PowerPoint, Excel)

**DMAX Foundation**  
**PO Box 274 • Bryn Mawr, PA 19010**  
**[www.dmaxfoundation.org](http://www.dmaxfoundation.org)**

- Familiarity with web-based and traditional marketing strategies
- Interest in the field of mental wellness among youth

### Benefits

- Be part of an organization and develop relationships with professionals who want to make a difference in how mental illness is viewed in our society.
- Develop your professional skills while enjoying a fun, flexible work environment where you can see the difference you are making every day.
- Get in on the ground floor of a startup organization and help to turn its goals into reality.
- Apply and enhance your skills in your field and learn new ones.
- Receive letter of recommendation from DMAX Foundation after successful completion of internship. Internship could be available for credit based on your institution's guidelines.

### Location

The organization is located in Bryn Mawr, PA. Possible travel to other college campuses may be required.

### Time Frame

- Spring 2019
- 10 or more hours per week

To apply for this position please send a resume along with a cover letter that highlights your relevant qualifications and your interest in the position to [internships@dmxfoundation.org](mailto:internships@dmxfoundation.org).