

**The Brain Injury  
Association of Minnesota**

**Internship Opportunities**  
**Volunteer Manager: Lee George 612-238-3234**

**Communications Intern:** Responsibilities will vary depending on the interest of the Intern and organization's workload. The Intern may be in charge of writing and sending press releases, researching, developing and compiling content for the electronic newsletter, maintaining the communications database, updating website content, contributing to the writing, editing and publishing of the quarterly newsletter or communications duties related to special events and community outreach activities. Position is open to students pursuing a degree in English, Communications, Journalism, Nonprofit Management or related field. Position is open to sophomores, juniors or seniors who have completed some coursework in Mass Communications and Journalism or Expository Writing. Strong computer and organizational skills required. Desktop publishing skills and an interest in nonprofit organizations a plus.

**Development/Marketing Intern:** Perform a variety of marketing, fundraising, research and administrative duties to support fund development. This may include work on the annual Walk for Thought event, TBI Conference, direct mail appeals, grant writing and sponsorship outreach. Position is open to Junior or Senior pursuing a degree in Communications, Marketing, Nonprofit Management or related field. Reliable, outgoing individual with outstanding computer and organization skills. Ability to work with others, manage multiple priorities and follow a project through to completion.

**Education Intern:** Develop presentations for youth and adults, work on various aspects of conference planning, do outreach and support for support groups, update in-house library, or conduct literature reviews and background research on safety topics. Position is open to juniors or seniors who have completed some coursework in education, health or social work.

**Multi-Cultural Outreach Intern:** Develop informational materials and attend health fairs and meetings for several underserved communities and communities of color. Help the Outreach Coordinators prepare for outreach activities and follow up with new contacts from diverse communities. Position is open to sophomores, juniors or seniors who have completed some coursework in sociology, public health, social work or a related field.

**Public Policy Intern:** Assist with strategic organizing, monitoring legislation and coordinating lobbying activity. When the MN Legislature is not in session, this position will focus on organizational advocacy efforts and grassroots organizing. During the legislative session, attend committee hearings, track legislation and coordinate advocacy activity. Open to student pursuing a degree in Political Science, Sociology, Psychology, Public Health, Public Policy or related field. Requires previous experience with or knowledge of disability issues and/or experience with the legislative process. Interest in advocacy for persons with disabilities. Excellent written and interpersonal communication skills.

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**External Relations Intern:** Under the guidance of the Education Manager the External Relations Intern will assist in event planning and management of the Annual Conference. The conference hosts professionals from all over Minnesota and coordinates world renowned keynotes to present. The intern will collaborate with Association departments to coordinate logistics, improve outreach and attendance, and support the Education Manager.

**Social Work Intern:** Under the guidance of the Case Management Supervisor and Senior Case Manager, the Social Work Intern helps monitor and implement comprehensive, proactive, consumer-directed systems of support and advocacy for individuals of all ages and cultures, who have survived brain injury, and their families. The Social Work Intern works with a broad spectrum of consumers, including persons with traumatic brain injury, chemical dependency and/or mental illness. Assist the consumer in planning and accessing housing, financial supports and other community services and supports needed for effective community integration. A shared case load and all of the job duties of a Case Manager are components of this internship.

**Volunteer Program Intern:** Perform a variety of recruitment, placement, training and administrative duties to support the program, administrative and event volunteers. Support staff working with volunteers and promote professional development of their volunteer management skills. Position is open to juniors and seniors pursuing a degree in Human Services, Social Sciences, Communications, Nonprofit Management or related field.

**Design Intern:** Under the guidance of the Public Awareness Director, the Design Intern develops concepts and assists in the completion of layout for print collateral, presentations, the Web site and other graphic design projects as needed. This internship can be arranged for credit or include a stipend upon completion.

**Resource Librarian:** Under the guidance of the Resource Facilitator Manager, the Resource Facilitation Intern directly assists the team of Resource Facilitators to provide timely information, resources and advocacy to clients calling the Brain Injury Association of Minnesota for the first time as well as individuals who are enrolled in the Resource Facilitation (hospital discharge) program. This paid internship can be arranged for credit. There are a variety of duties and opportunities and responsibilities will vary depending on the intern's expertise and the needs of the Association's consumers including; organizing any current articles used for education of Resource Facilitation clients; work with multiple departments to effectively communicate updates of the article cabinet; updating articles in article cabinet and create method to sustain organization; working in Association database, adding new consumers, updating folders.

If interested, please contact the Volunteer Manager at 612-238-3234 or [leeg@braininjurymn.org](mailto:leeg@braininjurymn.org) or visit [www.braininjurymn.org](http://www.braininjurymn.org).