

NAADAC Internships

Based in the Washington, DC area, NAADAC, the Association for Addiction Professionals, provides a unique opportunity to work with a professional association representing nearly 11,000 members. NAADAC's members generally work in prevention or as drug and alcohol abuse counselors, however, NAADAC's membership is open to any health professional who works with addiction. NAADAC also advocates on Capitol Hill for addiction professionals and their clients and offers credentialing and education programs.

Intern Job Descriptions

State Liaison Intern

The State Liaison Intern will assist with the development of deliverables for state associations of NAADAC, The Association for Addiction Professionals at the national level. These include programs for leadership development, strategic planning, marketing, and inventory of state licensing legislation, and assistant with a membership and grassroots advocacy campaign. Additionally the State Liaison Intern will assist with member services, conference planning and marketing and administration as needed. Those with an interest in public administration, or business administration, communication, non-profit management, and/or marketing should apply.

Public Relations Intern:

The Public Relations Intern will assist the Director of Outreach and Marketing in performing outreach to internal and external groups. The intern will be involved with the production of *Addiction Professional* magazine and *NAADAC News*, NAADAC's publications with a circulation of 15,000. The intern will assist in the development of promotional materials for NAADAC events and work on media outreach, including the development of op-ed and news stories. The Public Affairs intern will also attend news conferences and external meetings. This position will also assist with the development of information fact sheets for the use of NAADAC members and work with other internal departments to increase the awareness of NAADAC's programs and events. The intern will also assist with NAADAC website updates as needed.

Government Relations Intern:

The Government Relations Intern will work directly with the Director of Public Policy in support of department activities including covering meetings on the Hill, working with members to develop grassroots strategies, responding to NAADAC members' queries regarding public policy initiatives, and supporting the work of the Director to develop awareness of the disease of addiction and its impact on the counselor and client.

Education and Training Intern

The Education and Training Intern will work directly with the Education & Certification Administrator in certifying individuals who seek a national credential and assisting those who seek to maintain their credentialing. The Education and Training Intern will also review applications for organizations wishing to join NAADAC's Education Provider

program, audit applications to ensure professional standards, distribute NAADAC products and resources and process and applications for those seeking the designation of Substance Abuse Professionals.

Desired Skills and Attributes for all interns:

- An ability to work with people from diverse backgrounds
- Customer service experience
- An ability to work in a fast pace environment
- Excellent computer skills, including familiarity with Desktop publishing
- Internet Savvy
- A positive phone manner
- Excellent writing skills, and,
- An interest in addiction and its impact

Compensation

The time commitment is 15-20 hours a week. Compensation is \$300 a month. School credit may also be available. Full-time internships at a higher rate of compensation are also available.

To apply

Send a resume and cover letter to Donovan Kuehn at dkuehn@naadac.org, call 800-548-0497 ext. 125 or send faxes to 800-377-1136.