

Public Affairs Intern

Description

The Public Affairs 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.

Desired Skills and Attributes for all interns:

- Excellent computer and internet skills, including familiarity with desktop publishing;
- Excellent writing, research and interpersonal skills;
- Ability to work in a diverse and fast paced environment;
- A positive phone manner;
- Ability to perform research and interviews;
- A journalism background is not required, but an interest in addiction is.

Additional Information

As an intern at NAADAC (formerly the acronym of the National Association of Alcoholism and Drug Abuse Counselors), the Association for Addiction Professionals, you would be working with a professional association that represents 12,000 members nationwide. NAADAC's members generally serve as drug and alcohol abuse counselors; however membership is open to anyone interested in addiction. NAADAC educates the public on behalf of addiction professionals and the clients they serve and offers a credentialing and education programs. More information is available at www.naadac.org, or by contacting Donovan Kuehn at 703-741-7686.

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 may also be available.

To apply

Send a resume and cover letter to Donovan Kuehn at dkuehn@naadac.org or fax to 703-741-7698 along with a publication ready article (on any subject) of 300 to 500 words in length.