

**Please note:** all internships are based in the Washington, D.C. area

Based in the Washington, DC area, NAADAC, the Association for Addiction Professionals, provides a unique opportunity to work with a professional association representing 8,000 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**

#### **Affiliate Relations Intern**

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

#### **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 Professional as recognized by the Department of Transportation.

#### **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.

### **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 intern will also assist with NAADAC website updates as needed.

We are committed to ensuring that our interns have a substantive, skill-building experience. They are full and valued members of our team.

NAADAC's office is located in Old Town Alexandria, Virginia (approximately 1 mile from the Braddock Road Metro on the blue or yellow line).

Desired Skills and Attributes for all Interns:

- An interest in the field of addiction or health care;
- A self-starter;
- Excellent computer and Internet skills;
- Excellent writing, research and interpersonal skills;
- An ability to work in a diverse and fast-paced environment;
- A positive phone manner;
- Passion.

### **Additional Information**

NAADAC is a professional association for addiction-focused health professionals, with 8,000

members nationwide.

### Compensation

We are looking for applicants who can work 12-21 hours a week. Level of compensation dependent on intern's availability.

### How to apply

Please email cover letter, resume and three references to [dkuehn@naadac.org](mailto:dkuehn@naadac.org) with "Internship" in the subject line. Also, in your cover letter, please include information that answers the following questions:

- 1) Do you have any experience in health issues?
- 2) Have you taken any relevant coursework?
- 3) When you are available? Please include the days, times and dates. (i.e., full days Mondays - Wednesdays)

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