



National Program Intern for MADD

Come be a part of the dynamic team in the Programs Department at Mothers Against Drunk Driving National Office. MADD is one of the leading non-profit agencies in America with the national office based in Irving/Las Colinas.

This is a non-paid internship that will be “hands on” in the Programs Department at MADD. The purpose of this internship is to provide an individual with the opportunity to utilize his/her innovation and creativity during a very exciting time at MADD. Under the leadership of a new CEO, the programs department is extending the opportunity to assist in developing and coordinating MADD’s new underage drinking program. This national program is a research-based program intended to equip parents in reducing their teens’ risk of drinking under the age of 21 and will have heavy marketing and program partner components. Students studying in various disciplines will be considered, though business, education, and marketing/communications majors may find the work highly relevant and beneficial for pursuing a career in the fields of marketing, public relations, communication or nonprofit programs. A minimum of 10 hours per week is required, though more hours are preferred.

Candidate Preferences:

High level of computer proficiency, including experience with Microsoft Office products as well as other print and web design type programs.

Specific Job Requirements/Duties:

- Must have the ability to communicate professionally
- Must have excellent oral and writing capabilities
- Must be able to help meet project deadlines
- Background check required; no criminal arrests or convictions
- Must pay attention to detail and demonstration good listening skills, critical thinking skills and an open mind
- Ethical behavior and confidentiality are a must in this position
- Perform special projects as needed

Please contact Starrla Penick at starrla.penick@madd.org.