

Name of Organization:

Position Title:

Substantial Minds Inc.

Remote Intern

Hourly Wage: \$17.00 per hour

Average Hours Per Week: 10

Length of internship in months: 8

Desired Work Schedule:

(list ideal work days and times of the week for this position)

Tues 9am-12pm 70% Remote, 15% Shorewood Office and
Wed. 9am-12pm 15% Meetings in Milwaukee
Thursday 9am-1pm

Address:

4465 N. Oakland Avenue Unit 201
Shorewood, WI, 53211

Supervisor Name:

Chiffon King

Supervisor Phone Number:

(414)436-9355

Supervisor Email:

Submind.16@yahoo.com

Essential Duties and Responsibilities:

Substantial Minds Inc. aims to provide support to African American families who have children living with ADHD through advocacy & support.

SMI is seeking a student intern to:

- Assist with developing parent resources, resource guide, care mapping tools
- Participate in parent consultations
- Seek out grants relevant to the organization

Required Qualifications:

Knowledge, Skills, and Abilities (check all that apply)

Verbal Communication

Microsoft Office Skills (Word, PowerPoint)

Adobe (Photoshop, Illustrator, InDesign)

Detail Orientation

Initiative

Written Communication

Ability to Work Independently

Ability to Work in a Team

Presentation and Public Speaking Skills

Problem Solving

Flexibility/Adaptability/Creativity

Organizational Skills

Customer Service Skills

Multi-tasking

- Assist with social media content, find content
- Collect data to draw valuable insights

Provide other required qualifications or information on this position:

A Knowledge of ADHD and other mental health diagnosis's
A Knowledge of Special Education Services

Skills/Experiences Gained from this Position:

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

Critical Critical and Creative Thinking Skills

- Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

Effective Communication Skills

- Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

Intercultural Knowledge and Competence

- Student employee will be able to articulate insights into their own cultural rules and biases.

Individual, Social, and Environmental Responsibility

- Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position:

The students will learn about the intersectionality of disability and mental health and how it pertains to special education students of color. The student will learn to build connections in the community, including outreach, problem solving, organizational skills and leadership skills