



## Mental Health Program | Internships

### Overview

The Carter Center's Mental Health Program frames its work in three core program areas: global behavioral health systems strengthening; Rosalynn Carter Fellowships for Mental Health Journalism and reporting on mental health issues; and mental health public policy. The three core areas work together within the Mental Health Program to capitalize on the expertise developed over three decades in stigma reduction and mental health policy.

The program's work is guided by the Mental Health Task Force, which for years was chaired by former First Lady Rosalynn Carter. Mrs. Carter was a driving force in the field of mental health throughout her career. Like other programs at The Carter Center, the Mental Health Program achieves its goals by leading coalitions, convening and partnering with other organizations, including journalists, governments, and other nonprofits and nongovernmental organizations.

Mental Health Program interns are exposed to a variety of projects, including program initiatives such as the Georgia Mental Health Forum or the Rosalynn Carter Fellowships for Mental Health Journalism.

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### Global Behavioral Health

#### Overview:

This internship provides administrative and programmatic support to the Global Behavioral Health (GBH) team within the Mental Health Program at The Carter Center. The GBH team supports mental health public policy, workforce development, and social inclusion initiatives in Liberia, Sierra Leone, and Uganda. GBH initiatives also include the integration of mental health with other health and peace programs at The Carter Center.

Number of Interns per Semester: 1

#### Key Responsibilities:

- Research and writing: Conduct literature reviews, prepare research reports, develop conference materials, support GBH publications, contribute to grant proposals, and create supporting documents for key research and program activities.
- Global Behavioral Health Monthly Newsletter: Collaborate with the MHP Program Assistant to develop a monthly newsletter. The newsletter will provide an overview of project activities and accomplishments, notable presentations, meeting opportunities, recent GBH research, key events, upcoming milestones, and conferences.



- Data Projects: Assist in data entry, management, and analysis for research projects and activities.
- Communications: Design infographics and other communication materials to showcase global behavioral health programming efforts.
- Program Review Planning: Support the planning of the Annual Global Behavioral Health Program Review, including managing invitations and maintaining spreadsheets.
- Meeting Minutes: Take notes during meetings and prepare summaries that capture key takeaways and discussions.

#### Minimum Qualifications:

- Minimum GPA: 3.2
- Preferred Majors: Public Health, Psychology, Epidemiology
- Note: All majors will be considered.
- Strong writing, design, and communication skills.
- Strong interpersonal skills.
- Proficient in Microsoft Office, Canva, Adobe.
- Effectiveness in utilizing various communication channels.
- Organizational and technical skills.
- Ability to work flexibly and effectively as part of a team.

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## **Mental Health & Peacebuilding**

#### Overview:

This internship provides administrative and programmatic support to Mental Health and Peacebuilding programming within the Mental Health Program at The Carter Center. The programming this internship will support intersects with both global and domestic initiatives, including mental health systems strengthening efforts in Liberia, Sierra Leone, and Uganda, as well as domestic initiatives integrating mental health with conflict resolution and democracy programming. This growing area of work for the Mental Health Program includes significant opportunities to collaborate across programs, particularly with The Carter Center's Peace Program teams.

Number of Interns per Semester: 1

#### Key Responsibilities:

- Research and writing: Conduct literature reviews, prepare research reports, develop conference materials, support publications, contribute to grant proposals, and create supporting documents for key research and program activities.



- Team collaboration and coordination: Participate in, contribute to, and facilitate project, team, and working group meetings on mental health and peacebuilding initiatives.
- Data Projects: Assist in data entry, management, and analysis for research projects and activities.
- Communications: Design communication materials and draft content to showcase mental health and peacebuilding programming efforts.
- Meeting Minutes: Take notes during meetings and prepare summaries that capture key takeaways and discussions.

#### Minimum Qualifications:

- Minimum GPA: 3.2
- Preferred Majors: Public Health, Psychology, Social Work, Global Mental Health, Peace Studies, Conflict Resolution, Human Rights, Political Science, Sociology, International Relations
- Note: All majors will be considered.
- Strong writing, design, and communication skills.
- Strong interpersonal skills.
- Proficient in Microsoft Office, Adobe.
- Effectiveness in utilizing various communication channels.
- Organizational and technical skills.
- Ability to work flexibly and effectively as part of a team.

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## Public Policy

#### Key Responsibilities:

- Conduct in-depth policy research on Georgia mental health legislation, Medicaid, school-based behavioral health, and national parity laws to supplement programmatic work and priorities.
- Review, edit, and provide thoughtful insight on public comment letters, grant proposals, project plans, letters to government officials, and the Parity Awareness Campaign.
- Assist in planning and facilitating events such as the Georgia Mental Health Forum, Program Review, community roundtables, stakeholder convenings, and advocacy days.
- Attend meetings with both internal and external partners to take notes and gain insight into programmatic activities and priorities.
- Prepare materials ahead of conferences and external events.
- Complete additional tasks as assigned to support the evolving needs of the program.



### Preferred Qualifications:

- Minimum GPA: 3.2
- Majors: All, with a preference toward public policy, political science, and public health
- Exemplary organizational skills
- Proficiency in written communication
- Strong interpersonal skills
- Effectiveness in utilizing various communication channels
- Demonstrated ability to foster a sense of community
- Ability to be flexible and work effectively as part of a team

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### **Rosalynn Carter Journalism Fellowship/Mental Health Parity Newsroom Collaborative**

The intern position is responsible for providing administrative, research, and logistical support to the Rosalynn Carter Fellowships for Mental Health Journalism and the Mental Health Parity Newsroom Collaborative by creating written correspondence, assisting with various event logistics, training events, and special projects; researching information for reports and presentations; preparing and implementing social media campaigns; assisting staff with administrative functions; assisting in submission of news stories; and other essential tasks for maintaining office functionality. This position will report to the program associate for RCJF and media.

Number of Interns per Semester: 1

### Key Responsibilities:

- Provides programmatic, administrative, and logistical support for projects and initiatives. This includes, but is not limited to, support related to fellow and collaborative recruitment and selection, grant proposals, journalistic research, internal and external correspondence, social media, and training events.
- Assists assigned managers and team members by conducting research projects and creating comprehensive resources for journalists in the fellowship or newsroom parity collaborative.
- Writes routine reports and correspondence and assists with the development of project/program materials, such as brochures or one-pagers.
- Assists with organizing meetings and events.
- Works with and maintains data management and filing for projects/program.
- Creates surveys, slides, and graphics when needed.
- Provides support for social media and website updates.
- Takes notes at meetings to track discussion and action items.
- Performs other related duties as required.



## Minimum Qualifications:

- An interest in and experience with journalism curriculum, communications, media, psychology, or related areas (college newspaper, news production, freelance writing, etc.).
- Strong writing, verbal, communication, and research skills.
- Currently enrolled in an undergraduate or graduate college program with a minimum 3.2 GPA.
- Proficient with various personal computer software applications and platforms such as Canva, Microsoft Office, Instagram, Twitter/X, Facebook, Zoom, and Google Docs.
- Preferred experience with WordPress and/or willingness and ability to learn website maintenance applications.
- Ideally, an interest in mental health topics.

NOTE: This role will be granted the opportunity to work from home in a hybrid environment but must be able to commute to The Carter Center on a flexible weekly schedule based upon business needs. Schedule is based on agreed-upon guidelines and the guidelines of the Carter Center Internship program.

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## **Caregiver Intern Job Description**

### Overview:

This internship offers a meaningful opportunity to contribute to the Caregiver team within the Mental Health Program at The Carter Center. The Caregiver team is a trusted national leader and advocate for family caregivers, working to expand access to high-quality, evidence-based supports that strengthen caregivers' capacity to provide care and improve outcomes for both caregivers and those they support.

Interns will gain hands-on experience in applied research, data analysis, program development, and strategic communications while working alongside a multidisciplinary team committed to advancing caregiver well-being and service equity at the national level. This internship is well suited for students seeking practical experience at the intersection of research, policy, and program implementation while contributing to meaningful work that supports caregivers nationwide.

Number of Interns per Session: 1

### Key Responsibilities:

- **Research and Writing:** Conduct literature reviews and background research; assist with data synthesis; support the development of publications, reports, and grant proposals; and contribute to conference abstracts, presentations, and other scholarly or programmatic materials.



- **Data Projects:** Support data review, cleaning, organization, and basic analysis for research studies and evidence-based caregiver programs; assist with summarizing findings for internal and external audiences.
- **Communications:** Design and develop infographics, one-pagers, briefs, and other visual or written communication materials; assist with preparing internal and external presentations to translate research and program findings into accessible formats.
- **Program Evaluation:** Assist with monitoring and evaluation activities, including reviewing evaluation frameworks, supporting data collection efforts, summarizing outcomes, and helping assess program impact and implementation effectiveness.

Minimum Qualifications:

- Minimum GPA: 3.2
- Preferred Majors: Public Health, Psychology, Gerontology, Nursing, Epidemiology
- Note: Students from all majors with relevant skills and interests are encouraged to apply.
- Interest in research, data analysis, and written communication related to caregiving
- Basic knowledge of or exposure to quantitative and/or qualitative research methods through coursework, projects, or related experience
- Proficiency in Excel and one statistical software package (e.g., SPSS, R, or SAS); prior experience applying these tools to research or program data is a plus but not required
- Strong interpersonal skills and ability to work collaboratively in a team-based environment
- Demonstrated eagerness to learn new skills or strengthen existing skills related to data review, analysis, and dissemination
- Strong organizational skills, attention to detail, and ability to manage multiple tasks
- Ability to work flexibly, take initiative, and contribute effectively as part of a multidisciplinary team