



The A.T.O. Informational / Internship Qualification document *Requirements and Duties List*

Minimum Requirements for ALL Interns:

- *All interns must commit to at least 2 semesters/6 months of service.
(Except Social Media and Graphics Arts Internships – 1 Semester minimum)*
- *Students must have at least a 3.2 cumulative GPA.*
- *Students must submit unofficial transcripts, with at least 2 semesters at current institution and/or an associate's degree in a related field.*
- *Students must have completed at least 30 hours of college coursework.*

Our Internship Program Goal is: *“To instill purpose, instill passion, and creative incentive”*

At this time all Interns can work remotely from the comfort of their homes or college dorms. If you have a computer or access to a campus library, you can participate in one of our internships. Each intern plays a key part in helping us stop suicides among teens and young adults.

Marketing Internship: Must be a college junior or senior

- Must be familiar with all social media platforms (including blogging).
- Responsible for raising funds and finding sponsorships that are local, national, and/or international (in collaboration with public affairs intern).
- Must be actively serving in a local church.

Psychology/Sociology Internship: Must be a college junior or senior

- Responsible for finding Christian/faith-based mental health organizations and institutions in specified locales and identifying organizations that have Christian/faith-based employees.
- Responsible for identifying and verifying certifications and accreditations of partnering organizations.
- Responsible for researching mental and social trends in specified regions.

Public Affairs/Journalism Internship: Must be a college junior or senior

- Oversees all press, news releases, print/digital media, editing, publishing, and Q&As
- Reviews all content that is to be released to the public
- Required to remain knowledgeable and aware of content published about the organization via internet, radio, and broadcast



- Will work closely with marketing and social media interns on special projects.

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Social Media/Multi-Media/Communication Internship: Must be a college sophomore, junior or senior

- Must be prepared to update and maintain all social media accounts belonging to the ATO, which includes but is not limited to: posting informative, motivational, marketing, and scriptural-based material on behalf of the organization as specified by the organization's leadership.
- Must agree to and understand the mission, goals, and beliefs of the ATO and its partnering institutions.
- Required to actively attend ALL events, meetings, conferences, travels, and gatherings. AND must document each event accordingly.
- Will work in close proximity with leadership and public affairs intern.

Project Management Internship: Must be a college junior or senior

- Responsible for drafting fiscal, budgetary, and logistic proposals for Community Connections and conferences
- Required to initiate and manage special projects as assigned by leadership.
- Must have strong work ethics, leadership skills, flexibility, and able to travel when necessary.
- Required to initiate grassroots grant writing.
- Required to have completed *at least* 16 hours of project management coursework, or relevant coursework in related fields.

Video/Audio Internship: Must be a college sophomore, junior or senior

- Responsible for filming, producing, publishing, and/or editing video content for website publishing, social media posts, and other organizational needs
- Required to collaborate with multiple interns on a routine bases to create, prepare, and submit content by specified deadlines.
- Must have working knowledge of professional camera, audio, and high-tech video equipment.
- Must provide samples of previous or current projects.
- Must be willing to travel for special projects and select events.

Visual/Graphic Art Internship: Must be a college sophomore, junior or senior

- Responsible for producing marketable content that aligns with the organization's mission, objectives, and goals as it relates to outreach and suicide prevention.
- Must have ready access to graphic design/editing technology and equipment.



- Must be willing and able to collaborate with other interns in designing concepts, graphics, and visual content.
- Required to have a mentor and samples of previous or current projects.