

**Organization:** Sweetser

**Organization Location:** 50 Moody Street, Saco, ME 04072

**Work Location:** In-person at 2 Pendleton Drive, Saco, ME 04072

**About the Organization:** Sweetser is a behavioral health nonprofit that provides evidence-based treatment, support and hope to children and adults through a statewide network of community-based mental health, recovery and education services. Accredited by the national Council on Accreditation, Sweetser serves more than 20,000 children and adults each year.

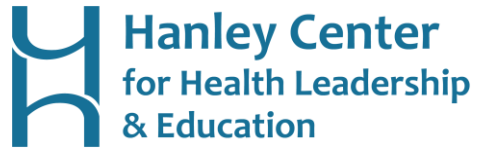
**Internship Title:** Community Outreach Intern

**Number of Positions Available:** 1

**Internship Description:** Community engagement and outreach are central to ensuring we reduce barriers to access critical mental & behavioral services. This internship will serve as a primary point of contact, coordinating Sweetser's presence around the state at various events and opportunities to get in front of various populations. You will become a valued member of our Communications Team and have an opportunity to interact with staff across various departments within our organization. This individual will help plan, coordinate, and represent Sweetser at events. This will involve researching various opportunities being organized and what Sweetser needs to do to be part of them. You will help make sure we have the necessary materials and supplies needed for each event we attend and reach out to other departments to determine their needs or participation. You'll be part of the Communications Department's effort to streamline coordination of event attendance through the creation of a digital form and a consolidation of promotional materials. There will be a few development events that are organized by Sweetser you will be asked to provide staffing assistance for. Additional responsibilities could include representing the Communications Team at various staff committees to ensure we can be helpful in elevating various initiatives through our internal communications channels, brainstorming marketing strategies, and content creation for social media.

**Knowledge, Skills, Abilities and Qualifications:**

- Must have computer knowledge and ability to learn new programs easily
- Maintain current, accurate documentation and records related to the internship
- Be committed to the mission, vision, and values of the organization
- Work collaboratively as a member of a team with various groups of staff, depending on the issue addressed
- Demonstrate judgment in determining priority of tasks assigned and follow through in a timely manner
- Perform all other duties as assigned



**Undergraduate  
Health Leadership  
Internship Program**

Summer 2025  
Internship Program

**Rate of Pay:** \$16.00/hour

**Time Commitment:** 30-40 hours per week

**Other logistics to consider:** May be required to travel to different events throughout the State of Maine

*\*Please note: Internships **do not** provide housing. Housing is the student's responsibility upon acceptance of an internship offer, unless otherwise stated in the above description.*