MOMENTOUS INSTITUTE

Content Department Intern

Reports to: Director of Content Development
Status: Part Time, Hourly Non-Exempt, On-site

Momentous Institute has been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports more than 5,000 individuals through innovative mental health services, our nationally recognized Momentous School, and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Momentous Institute's Content Development & Product Strategy and Sales teams are committed to the professional development of those who work with or impact children and families. We accomplish this by providing mental health and social-emotional learning training, content, products, and other supportive services that strengthen the well-being of professionals to help create systemic changes where they provide services. Content and Product also provide basic mental health education for anyone who desires to live an emotionally thriving life.

Job Overview

This position supports the Content Development team in producing content that establishes Momentous Institute as a national center of excellence in mental health.

This paid internship offers the opportunity to experience many aspects of a content development department. The intern will gain insight into the collaboration and execution involved in creative projects, including mental health resources, online courses, curriculum, and videos. The intern will support the production of these resources and assist with a variety of writing and content development tasks.

To be eligible, applicants must participate in a college internship program and receive college credit for the internship experience.

This is an in-person position for 12–15 hours per week, with a flexible schedule between Monday and Friday, 9 a.m. to 5 p.m.

Key Responsibilities
The Content Intern will support departmental needs, including:

- Writing articles for Momentous Institute's resource page
- Consolidating and combining articles from Momentous Institute's content archives
- Uploading and formatting articles using Wordpress
- Loading content into LMS platform
- Supporting the production of the Changemakers Curriculum with various tasks as needed, such as populating content
- Performing additional responsibilities as needed

Qualifications

- College work in communications, writing, or relevant field
- Strong writing skills
- Proficiency in Microsoft programs
- Flexibility to support unanticipated projects
- Excellent interpersonal skills including the ability to communicate clearly in person and in writing
- Willingness to receive feedback

Preferred Qualifications

- Experience in Adobe programs is a plus
- Experience in Wordpress or other Learning Management Systems is a plus
- Experience with video production is a plus

Desired personal qualities:
Integrity, initiative, energy, enthusiasm, creativity, flexibility, ability to receive feedback, and a sense of humor.

The ideal candidate will exhibit Momentous Institute's core values:
Commitment, Respectfulness, Humility, Innovation, and Stewardship

Interested:
Applications are currently being accepted, and the position will remain open until filled. Please send letter of interest and resume to:

Maureen Fernandez
Director of Content Development
mfernandez@momentousinstitute.org.

Momentous Institute/Salesmanship Club of Dallas is committed to creating a diverse and inclusive company culture and maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement
No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation