



Job Title: Digital Communications Intern

Location: Remote

Type of Position: Internship

Reports to: Policy and Public Affairs Manager

About TAC:

Treatment Advocacy Center (TAC) is a national nonprofit organization based in Alexandria, Virginia. TAC's mission is to eliminate barriers to the timely and effective treatment of serious mental illnesses involving psychosis. Through education, advocacy, and collaboration, TAC works to improve access to treatment and support better outcomes for individuals, families, and communities.

Position Overview:

Treatment Advocacy Center is seeking a detail-oriented Digital Communications Intern to support the maintenance and accuracy of TAC's website. This internship is ideal for a student or recent graduate interested in digital communications, web content management, nonprofit advocacy, or public health.

The intern will assist with updating website content, adding and maintaining downloadable resources, and ensuring that information across the site remains accurate and accessible. TAC staff will provide updated statistics, content, and guidance; the intern will be responsible for implementing updates and helping maintain overall website quality. The position is fully remote and offers an opportunity to gain hands-on experience working with a national nonprofit organization.

Responsibilities:

- Update website content using information provided by TAC staff.
- Add, organize, and maintain PDF resources, fact sheets, and other publications.
- Update prevalence and other statistical data as directed.
- Review website pages for accuracy, formatting consistency, and content quality.
- Test website links and identify broken links or technical issues.
- Help ensure website resources remain current and easy to access.
- Identify opportunities to improve user experience and content presentation.
- Perform other duties as assigned to support TAC communications and advocacy efforts.

Qualifications:

- Enrolled in or recently graduated from a degree program in communications, marketing, public health, information technology, journalism, nonprofit management, or a related field.
- Excellent attention to detail and organizational skills.
- Strong written communication skills.
- Ability to work independently and manage multiple assignments.
- Basic understanding of website content management systems.
- Experience with WordPress is preferred.
- Familiarity with PDF document management and web-based publishing tools is a plus.
- Interest in mental health advocacy and nonprofit work.
- Proficiency in Microsoft Office applications.
- Must have access to a personal computer and reliable internet connection.

Compensation:

TAC will offer compensation of \$16.00 per hour for up to 15 hours per week for a period of up to six months. The internship will begin in October 2026. TAC is willing to work with college or university for credit in place of monetary compensation. Schedule is flexible based on organizational needs and intern availability.

To Apply:

To be considered for this position, please submit a resume and brief cover letter to jobs@tac.org with the subject line "Digital Communications Intern." Candidates will be considered on a rolling basis until the position is filled. Only those applicants selected for further discussion will be contacted. No phone calls, please. Interviews will be scheduled by appointment only.

TAC is an equal opportunity employer. It is the policy and practice of TAC to offer equal employment opportunities to all qualified applicants and employees without regard to race, color, age, religion, national origin, sex, marital status, disability, veteran status, sexual orientation, gender identity, genetic information, HIV/AIDS status, political affiliations or belief, pregnancy, or any other characteristic protected by law.