



MIND
FOUNDATION

**INTERN/
VOLUNTEERING
PROGRAM**

The **MIND Foundation** is a non-profit organization based in Berlin, Germany, that focuses on researching and exploring altered states of consciousness and their potential benefits for individuals and society.

As an intern at the MIND Foundation, you could engage in various activities depending on your skills, interests, and the specific projects or departments you are assigned to.

TASKS & RESPONSIBILITIES

1 Research Support

Assist in conducting literature reviews, data collection, and data analysis for ongoing research projects related to psychedelic science, psychotherapy, or consciousness studies.

2 Event Coordination

Help organize and coordinate events such as conferences, workshops, or public lectures. This could involve tasks like preparing event materials, coordinating with speakers and attendees, managing logistics, updating the events on our website and social media, and assisting with event promotion.

3 Communications & Outreach

Contribute to the development of content for the organization's website, blog, or social media channels. This may involve co-writing articles, creating graphics or videos, conducting interviews, or managing online communities.

4 Fundraising & Grant Writing

Support the fundraising efforts of the organization by assisting with grant writing, researching potential funding opportunities, and contributing to the development of fundraising campaigns.

5 Administration & Operations

Provide general administrative support to the organization, including tasks such as organizing files, managing databases, handling correspondence, and assisting with day-to-day operational activities of the board and in the departments.

6 Translations, writing & editing

If you have language skills, you may have the opportunity to assist with translating documents or materials into different languages to facilitate the organization's international outreach.

7 Project Assistance

Depending on the ongoing projects within the organization, you might be assigned specific tasks to support project managers or researchers. This could include activities like data entry, participant recruitment, literature searches, or assistance with data visualization.

It's important to note that the exact responsibilities and opportunities for interns at the MIND Foundation may vary depending on your current skills, the current needs and projects at the organization. It's always a good idea to reach out to the MIND Foundation directly before you start an internship or check the website for more specific information about internships and available positions.

And again: clarify a clear set of tasks before or at the beginning of your time with us to meet your expectations and have us know who we work with.

INTERNSHIP

Internships are an opportunity to network with great people and hone your skills before entering the workforce. They are also a great way to discover your own skills, gain practical knowledge, and find your true passion. Later, when looking for a position in the job market, organizations often see your internships/volunteering assignments as a way to gain experience and exposure that will help you transition smoothly into your role when you are hired.

When considering interns, the MIND Foundation may look for a range of skills and qualifications depending on the specific roles and projects available. Here are some skills that could be valuable:

REQUIREMENTS

1 Strong Communication Skills

Interns should possess basic to excellent written and verbal communication skills, as they may be involved in tasks such as writing reports, conducting interviews, or communicating with team members and stakeholders.

2 Research Skills

Proficiency in conducting literature reviews, data collection, and data analysis is valuable, especially if the intern will be assisting with research projects. Familiarity with research methodologies and statistical analysis software is a precondition for joining an advanced research project.

3 Language Proficiency

Fluency in both German and English is ideal and often important for interns at the MIND Foundation, as it is based in Berlin and operates internationally. Being able to communicate effectively in both languages can facilitate collaboration with team members and support translation tasks. Frequently have we accepted interns who are speaking English only – but we would always prefer you speaking more than one language.

4 Organizational Abilities

Interns should have strong organizational skills to assist with event coordination, project management or administrative tasks. We are aware that an internship for many people is a way to build such competencies, but we cannot start from the beginning. Attention to detail, time management, and the ability to prioritize tasks can contribute to their success in these areas.

5 Digital Skills

Proficiency in using various digital tools and platforms, such as Microsoft Office Suite, project management software, data analysis tools or content creation software, can be beneficial for interns in different departments. Familiarity with social media platforms and digital marketing can also be advantageous.

6 Flexibility and Adaptability

The MIND Foundation is involved in a dynamic field and interns should be adaptable and open to learning and exploring new concepts and ideas. Having a growth mindset and being able to work in a fast-paced environment can contribute to your satisfaction and effectiveness.

7 Teamwork and Collaboration

Strong interpersonal skills and the ability to work well in a team are important for interns at the MIND Foundation. They may collaborate with researchers, project managers, and other interns, so being able to communicate, contribute ideas, and collaborate effectively is valuable.

VOLUNT

The MIND Foundation is primarily focused on science communication, training, and research. Here are some notable activities and initiatives that the Foundation engages in:

COMPANY ACTIVITIES

1 Research Projects

The MIND Foundation conducts and supports research projects related to psychedelic science, psychotherapy, and consciousness studies. These projects can be very simple and basic or extremely complex. They aim to explore the therapeutic potential of therapies, interventions that include psychedelics or other means to alter a person's perception of their self and the world and advance our understanding of the mind.

2 Educational Programs

The organization offers educational programs, including workshops, seminars, and training courses, to disseminate knowledge about psychedelic-assisted therapies, altered states of consciousness, and related topics. These programs aim to train professionals and provide evidence-based information to the wider public.

3 Conferences and Events

The MIND Foundation organizes conferences and events that bring together researchers, practitioners, policymakers, and individuals interested in the field of psychedelics and consciousness studies. These events provide a platform for sharing cutting-edge research, fostering interdisciplinary collaborations, and promoting public dialogue.

4 Policy Advocacy

The organization is actively involved in advocating for the regulation of new therapies, evidence-based drug policies and promoting the responsible and safer use of psychedelics. It engages with policymakers, participate in public debates and contribute to the development of guidelines and recommendations in the field.

5 Collaboration and Partnerships

The MIND Foundation collaborates with academic institutions, research organizations and other non-profit organizations to foster collaborations and advance the field of psychedelic science. It seeks to build networks and partnerships to support research, education, and awareness initiatives.

6 International Outreach

The MIND Foundation has a global focus and actively engages in international outreach efforts. It participates and organises international conferences, collaborates with organizations from different countries and contribute to the development of a global network of researchers, clinicians, and advocates.

7 Publications and Knowledge Sharing

Research in the organization (or associated with it) publish scientific articles, reports, and educational materials to disseminate research findings, share knowledge, and contribute to the scientific literature. It aims to bridge the gap between research and public understanding through accessible and informative publications.

LEARNING

During your time as intern or volunteer at the MIND Foundation, you can expect to gain valuable knowledge, skills, and experiences related to the organization's focus areas. Here are some key learning opportunities that you may encounter:

WHAT WILL YOU GAIN

1 Professional Development

You have the chance to develop important professional skills such as effective communication, project management, teamwork, and problem-solving. You may also enhance your research skills, presentation abilities, and gain experience in scientific writing and publishing.

2 Altered States of Consciousness

You will have the chance to deepen your understanding of altered states of consciousness, including psychedelic experiences and their potential therapeutic applications. You may learn about the historical context, neurobiology, psychological effects, and cultural aspects related to altered states.

3 Science and Research

You can familiarize yourself with the current state of research on psychedelics and psychedelic therapies, ongoing studies, and emerging findings. You may learn about research methodologies, data analysis techniques, ethical considerations, and the challenges and opportunities in conducting psychedelic research.

4 Research Skills

You often have the opportunity to contribute to ongoing research projects, providing them with hands-on experience in data collection, analysis, and interpretation. You may learn to use research tools and software, conduct literature reviews, and assist in the preparation of research reports or publications.

5 Interdisciplinary Collaboration

The MIND Foundation emphasizes interdisciplinary collaboration, bringing together professionals from various fields such as psychology, neuroscience, anthropology, and philosophy. You can gain exposure to working in multidisciplinary teams, learning to navigate diverse perspectives and contribute to collaborative projects.

6 Networking Opportunities

The MIND Foundation collaborates with researchers, clinicians, policymakers, and advocates in the psychedelic field. You may have the chance to interact with experts and professionals through conferences, events, and collaborative projects, providing networking opportunities and exposure to different career paths and possibilities.

PROGRAM

7 Ethical and Legal Considerations

You will learn about the ethical and legal frameworks surrounding psychedelic research and therapy. You gain insights into topics such as informed consent, confidentiality, regulatory compliance, and responsible use of psychedelics

8 Personal Growth

Volunteering at the MIND Foundation can be an inspiration, for some a transformative experience, offering personal growth and opportunity for self-exploration. Engaging with the topics of altered states of consciousness, mindfulness, and well-being may provide you with insights into your own personal development and contribute to their own self-awareness.



Please don't underestimate that the challenges, periods of stress, and even conflicts that will arise and that you can solve will be a rich soil for your own development.

The specific learning experiences may vary depending on the interns' roles, the projects they are involved in, and the duration of their internship. Every person plays an active role in their own learning – nothing will be simply “given” or “transferred” to you. It's important to note that interns should actively engage with the opportunities provided, take initiative and make the most out of their time at the MIND Foundation.

MIND
FOUNDATION

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