



*Make-A-Wish® Wisconsin*

## COMMUNICATION/GRAPHIC DESIGN INTERNSHIP

### DEPARTMENT

Communications/Graphic Design – Reports to Director of Marketing & Communications

### POSITION DESCRIPTION

This internship will use graphic and written creative skills to assist the communications efforts of Make-A-Wish Wisconsin in various media.

### GOALS

- Real-life experience in the communication/graphic design field
- Create a communication piece from concept through production to include in a portfolio
- Develop a broad understanding of work in the non-profit arena
- Understand and experience the power of a Wish.

### KEY RESPONSIBILITIES

- Make-A-Wish® Interns are required to fulfill the Make-A-Wish University School of On-boarding Volunteer Series. The Foundation will provide direction for accomplishing these online sessions.
- Creating invitations, brochures, greeting cards, or other design projects as needed
- Creating graphics for use on Chapter Web site / Facebook page
- Scanning/retouching photographs & organizing for use in various media
- Writing & designing Wish-A-Week e-mail newsletters
- Assisting with photo and video opportunities as needed
- Other projects within the realm of communications

### DESIRED QUALIFICATIONS

- Must be a currently-enrolled student seeking a design-related college degree
- **Working knowledge of Adobe Photoshop, Illustrator & InDesign software required**
- Excellent written, verbal and visual communication skills required
- Strong organizational, interpersonal and time management skills
- Ability to manage multiple projects and meet deadlines

### TIME REQUIREMENTS

- Student must be able to work within a consistent schedule during normal office hours 12-15 hours per week and a minimum of 10 weeks.
- The number of hours per week will vary due to the amount of responsibility assumed, events, etc. Attendance at evening or weekend events may be necessary.

### COMPENSATION

- This is a volunteer position. To enable the receipt of college credits, Make-A-Wish Wisconsin will work with you to meet your school's requirements.
- A \$500 stipend based on a minimum of 100 hours will be paid upon the satisfactory completion of the internship. Hours to be determined between student and Communications Department.
- Any work incurred work-related expenses will be reimbursed.

## APPLICATION PROCESS

Interested applicants should send a cover letter, résumé, portfolio or link to online portfolio and references via e-mail, mail or Fax to:

Forrest Doolen  
Intern Search  
Make-A-Wish® Wisconsin  
11020 W Plank Ct, Suite 200  
Wauwatosa, WI 53226  
[fdoolen@wisconsin.wish.org](mailto:fdoolen@wisconsin.wish.org)  
Fax: 262.781.3736

No phone calls please.

The chosen candidate will be required to submit to a background check, complete volunteer application and sign a conflict of interest and ethics statement.

## THE MAKE-A-WISH® Mission Statement

*Make-A-Wish grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.*

Born in 1980 when a group of caring individuals helped a young boy fulfill his dream of becoming a police officer, Make-A-Wish is now the largest wish-granting charity in the world, with 62 chapters in the U.S. and its territories and 38 affiliates in nearly 50 countries on five continents. With the help of generous donors and more than 28,000 volunteers, Make-A-Wish grants a wish every 35 minutes and has granted more than 270,000 wishes in the U.S. since inception.

Since the Wisconsin chapter was founded in 1984, more than 5,700 families statewide can attest to the power of a wish. Make-A-Wish Wisconsin granted a record-breaking 378 wishes this year alone – more than a wish a day! Currently, more than 350 Wisconsin children are in the process of having their special wishes granted. For more information about Make-A-Wish Wisconsin or to learn how you can make a difference, please visit [www.wisconsin.wish.org](http://www.wisconsin.wish.org).

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Intern Signature

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Date