



COMMUNICATION/GRAPHIC DESIGN INTERNSHIP Summer 2018

DEPARTMENT

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

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
- 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
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

Together, we create life-changing wishes for children with critical illnesses.

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 forty international affiliates grant wishes for children in nearly 50 countries on 5 continents. With the help of generous donors and more than 33,000 volunteers, Make-A-Wish grants a wish every 34 minutes and has granted more than 300,000 wishes in the U.S. since inception.

Since the Wisconsin chapter was founded in 1984, more than 6,200 families statewide can attest to the power of a wish. Make-A-Wish Wisconsin granted a record-breaking 400 wishes last 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.

Intern Signature

Date