



Make-A-Wish® Wisconsin

SPECIAL EVENTS INTERNSHIP – updated 11/17

DEPARTMENT

Communications & Development

POSITION SUMMARY: Responsible for assisting the Corporate Relations & Special Events Manager and Community Outreach Coordinator in event production, brand management and event analysis.

MAJOR RESPONSIBILITIES:

Special Events

- Assist in the scheduling of wish granters and volunteers for speaking opportunities.
- Create and maintain attendees' records in Raiser's Edge database and run reports as needed.
- Assist with the planning and execution of our annual events including, but not limited to, Wish Night, Make-A-Wish Golf Outing, Walk For Wishes and Radio-a-thon.
- Prepare materials and collateral for all events and fundraisers.
- Draft and coordinate the monthly volunteer e-newsletter.

DESIRED QUALIFICATIONS

1. At least sophomore standing and enrolled in a college or university, pursuing a degree in Marketing, Business, Public Relations, Communications or related field with a minimum GPA of 3.00/4.00.
2. Organized, detailed-oriented, capable of managing multiple tasks.
3. Strong written and oral communication skills.
4. Friendly and able to build rapport with different groups of people.
5. Mature and responsible.
6. Experienced in Microsoft Office.
7. Previous events and/or volunteering experience preferred.
8. Access to an automobile is essential.
9. Familiarity with the Metro Milwaukee area helpful.

TIME REQUIREMENTS

1. Student must be able to work within a consistent schedule during normal office hours (preferably 2-3 days per week) a minimum of 15 hours per week.
2. The number of hours per week will vary due to event requirements and the amount of responsibility assumed.
3. The duration of the internship is negotiable. Ideal candidates will be available for at least two semesters and/or summer break.
4. Attendance at evening or weekend meetings and events may be necessary.

COMPENSATION

1. This is a volunteer position. To enable the receipt of college credits, Make-A-Wish Foundation will work with you to meet your school's requirements.
2. A stipend will be paid upon the satisfactory completion of the internship.
3. Any work-related expenses will be reimbursed.

APPLICATION PROCESS

Interested applicants should send a cover letter, resume, one writing sample, dates of availability and references via email to ahug@wisconsin.wish.org.

No phone calls please.

The successful candidate will be required to submit to a background check and sign a conflict of interest statement.

SUMMARY OF MAKE-A-WISH WISCONSIN

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

Founded in 1984, the Make-A-Wish Wisconsin is part of the largest wish-granting charity in the world, with 62 chapters in the United States and its territories and 27 international affiliates spanning five continents. The chapter has granted over 6,200 wishes since its inception.

Since 1980, the Make-A-Wish Foundation has enriched the lives of children with life-threatening medical conditions through its wish-granting work. The Foundation's mission reflects the life-changing impact that a Make-A-Wish® experience has on children, families, referral sources, donors, sponsors and entire communities. The Foundation is a non-profit 501(c)(3) organization funded by donations.

Intern Signature

Date