



WISCONSIN

Madison Regional Office Special Events Internship Summer through Academic Year

POSITION SUMMARY: Supports the Madison Regional Office staff with planning, promoting and executing a variety of fundraising events. Assists with volunteer coordination and wish planning activities. Performs general office duties.

PRIMARY GOALS:

- Develops a broad understanding of nonprofit operations.
- Gains real-life experience in special event administration, development and communications.
- Creates a lasting connection between the Make-A-Wish® mission and future experiences.

KEY RESPONSIBILITIES:

- Supports Kids for Wish Kids® program and assists with fundraising events.
- Represents Make-A-Wish® Wisconsin at events, promotions and speaking engagements as appropriate.
- Contact vendors to move event logistics forward.
- Gains familiarity with Raiser's Edge donor database; performs occasional data entry and search functions.
- Research potential sponsors for internal and external events.
- Performs a variety of general office tasks.
- Assists with planning of signature events such as *W.I.S.H. Circle* and *Walk for Wishes*:
 - Solicits and secures in-kind donations; requests/compares bids and schedules vendors.
 - Attend planning committee meetings.
 - On-site during events including set up and tear down.

DESIRED QUALIFICATIONS:

1. Sophomore standing or higher; currently enrolled in a college or university pursuing a degree in Marketing, Nonprofit Management/Leadership, Public Relations, Communications or related field with a minimum GPA of 3.00/4.00.
2. Organized, detailed-oriented, capable of managing multiple tasks and meeting deadlines.
3. Strong written and verbal communication skills.
4. Outgoing and able to build rapport with diverse populations.
5. Previous experience with special events and history of volunteerism preferred.
6. Solid experience in Microsoft Office Suite.
7. Access to an automobile desirable.

TIME REQUIREMENTS:

1. Student must be able to work a consistent schedule during normal office hours (9:00am to 5:00pm) starting in June (The student and supervisor will work together to determine the exact starting date). A minimum of 10-12 hours per week (2-3 days/week is preferred) for a duration of one year. The student and supervisor will work together to determine exact hours. An evaluation will take place in late November/early December at which time both the intern and supervisor will determine if the internship will continue until May/June.

2. The number of hours per week will vary due the amount of responsibility assumed, event requirements, and/or volunteer trainings, etc...
3. Attendance at occasional evening or weekend meetings and events may be necessary.

COMPENSATION:

1. To enable the receipt of college credits, Make-A-Wish Wisconsin will work with the student to meet the school's requirements.
2. A stipend will be paid upon the satisfactory completion of the above time requirements and the satisfactory completion of the internship duties assigned.
3. Any work-related expenses incurred will be reimbursed.

APPLICATION PROCESS:

Interested applicants should submit a cover letter, resume, three references and dates/times of availability via mail, fax or email to:

Make-A-Wish Wisconsin
Attn: Jade Pekol/Intern Search
1 South Pinckney Street, Suite 40
Madison, WI 53703
Fax: 608.252.4320 • Email: jpekol@wisconsin.wish.org

No phone calls please. In-person interviews will take place at the Madison Regional Office. The chosen candidate will undergo a background check, complete a volunteer application and sign a conflict of interest and ethics statement.

MISSION STATEMENT:

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

Founded 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 60 chapters in the U.S. and its territories and 41 affiliates on five continents. With the help of generous donors and 40,000 volunteers, Make-A-Wish grants a wish every 34 minutes.

Since the Wisconsin Chapter was founded in 1984, more than 6,600 families statewide have experienced the power of a wish. Last year alone, the Chapter granted 402 wishes. 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 call 608.252.4321 or visit wisconsin.wish.org.

Intern Signature

Date