



“*Wishes & More*® enhances the life of a child fighting a terminal or life-threatening condition by providing extraordinary experiences... and more”

Intern Position Description

Job Title: Intern – Communications & Fundraising

Job Description: Will work closely with the Sr. Director of Communications & Development in order to assist in all aspects of social media, fundraiser coordination, writing projects and website updates.

Time Commitment: Weekly commitment – 8-15 hours per week April-August

Responsibilities:

- Research and write articles for Wishes & More’s website and external communication mediums
- Compose press releases for upcoming events and stand-out wish stories
- Organize upcoming grant opportunities
- Assist in the creation of wish posters and other promotional materials
- Represent Wishes & More at internal and external meetings & events
- Effectively communicate with volunteers
- Assist in event planning and execution of major fundraising events for Wishes & More
- Other duties as assigned.

Qualifications:

- Marketing, Public Relations or Communications areas of study preferred and/or an interest in non-profit organizations
- Proficient in Microsoft Office programs
- Experience in Adobe programs (Photoshop, Illustrator, In-Design)
- Strong organizational, listening, oral and written communication skills
- Ability to work independently
- Willingness to accept a variety of tasks
- Positive attitude