



“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 – Non-Profit Event Assistant
Job Description:	Wishes & More is a local charity that proudly serves kids in MN and border states by granting wishes, providing educational scholarships through the “Scholarship of Hope®” program, and financial gifts for grieving families whose child did not experience a wish. Intern will work with the Fundraising Associate in assisting with the Live and Silent Auction for the primary fundraising event at the end of February.
Time Commitment:	Early January – late March Weekly commitment – 10-12 hours per week

Responsibilities:

- Research businesses for new donations
- Solicit auction items through phone calls, email, and online
- Data entry of auction items
- Write thank-you letters to donors
- Write creative auction item descriptions
- Take photos of items and upload into software system
- Creatively assemble auction items into baskets
- Create displays for auction items
- Assist day of event (February 24, 2018) with auction set-up, evening activities, and auction take-down

Qualifications:

- Proficient in Microsoft Office applications
- Strong organizational, oral and written communication skills
- Ability to work independently
- Great attention to detail
- Willingness to accept a variety of tasks including physically moving auction items
- Career interest in non-profit organization