



“*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 – Marketing & Communications

**Job Description:** Will work closely with the Sr. Director of Communications & Development in order to assist in all aspects of marketing and communications. Responsibilities will cover a wide variety of duties such as event promotion and planning as well as volunteer coordination and photo/video editing.

**Time Commitment:** Weekly commitment – 10-20 hours per week  
September - April

### **Responsibilities:**

- Compose press releases for upcoming events and stand-out wish stories
- Write wish stories and create wish posters
- Represent Wishes & More at internal and external meetings & events
- Edit and create videos
- Design creative elements for inclusion in videos or printed recognitions
- Effectively communicate with a large group of volunteers
- Assist in event planning and execution of major fundraising events for Wishes & More
- Availability to work all day of Winter Ball on February 24<sup>th</sup>, 2018
- 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 or coursework in Adobe Creative Suite or similar graphic design program
- Experience or coursework in iMovie in editing and creating video content
- Strong organizational, listening, oral and written communication skills
- Resourcefulness, problem-solving skills, ability to take initiative and to work both independently and as a team
- Willingness to accept a variety of tasks
- Positive attitude