



“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 – Office Administration/Finance/Grant Writing

Job Description: This intern will work with all Wishes & More staff members assisting in areas listed below.

Time Commitment: Weekly commitment – 12-20 hours per week

Responsibilities:

1. Bookkeeping support, including bank statement reconciliations
2. Compose and send donation acknowledgments
3. Grant research, preparation and filing
4. Organize hardcopy files
5. Database entry & organization
6. Answer phones
7. Other duties as assigned

Qualifications: Proficient in Microsoft Office programs, strong organizational skills, good listening skills, excellent oral and written communication skills, ability to work independently, a willingness to accept a variety of tasks, and a positive attitude. Coursework in non-profit management, accounting and business or technical writing is a plus.