



“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 – Wish Granting

Job Description: This intern will assist our Director of Wish Services in all aspects of a wish. This intern will obtain work experience with a nonprofit organization and will help make extraordinary wishes come true for the children we serve. This is an unpaid internship.

Time Commitment: Weekly commitment – 8- 12 hours per week

Responsibilities:

1. Communicate with families
2. Make travel arrangements
3. Coordinate meeters and greeters to meet families when leaving and returning from their wish experience
4. Obtain and analyze bids for purchase of gift items
5. Purchase gift items
6. Coordinate volunteers to present gift item to child
7. Make arrangements for meeting celebrities
8. Plan a vocation day for a child
9. Prepare budgets
10. Attend, as a member, related committees within the organization
11. Answer Phones
12. Other duties as assigned

Qualifications: Proficient in Microsoft Office programs, strong organizational skills, skillful listening skills, excellent oral and written communication skills, ability to work independently. Career interest in non-profit organization, willing to accept a variety of tasks, and a positive attitude.