



**“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.