

## **Marketing & Communications Intern**

### *Part-Time Internship*

We are a non-profit organization with a mission to enhance the lives of children fighting a terminal or life-threatening condition by providing extraordinary experiences. . . and more.

Going beyond the wish. . . more is

. . . granting wishes for kids from birth to their 19th birthday.

. . . Scholarship of Hope: Each wish child is presented with a certificate of a financial grant to apply to any higher education institution.

. . . granting popular Minnesota wishes; such as hunting, fishing, snowmobiles, and boats.

. . . Memorials: Sadly, not all of the eligible children are able to experience a wish. In this unfortunate situation, Wishes & More will give a monetary gift to the family to use at their discretion.

We have a small staff with a large volunteer base located in Fridley, MN on the northeast corner of Hwy 65 and 694.

<http://www.wishesandmore.org>

**Schedule:** Flexible

**Location:** Fridley, MN

### **Position Detail:**

We are looking for an intern to work with our Development Team with Marketing & Communications initiatives. This unpaid intern will obtain work experience with a non-profit organization, while supporting our office personnel in all areas of marketing (general and event specific), promotion, social media, and creative event support. A primary focus will be the 2019 WAM Winter Ball taking place on March 2<sup>nd</sup>.

### **Responsibilities:**

- Compose press releases for upcoming events and stand-out wish stories
- Write wish stories and create wish posters
- Edit and create videos, power points, digitally manipulate photos
- Design creative elements for inclusion in videos or printed recognitions
- Effectively write volunteer task descriptions & communicate verbally with volunteers
- Assist with the planning of a major fundraiser in a fast-paced work environment
- Availability to work all day on the day of the 2019 Winter Ball – March 2<sup>nd</sup>

**Time Commitment:** Weekly commitment – 10-20 hours per week Fall 2018 – End of March

### **Qualifications:**

- Marketing, Advertising, Public Relations areas of study preferred and/or an interest in non-profit organizations
- Creative Writing skills
- Experience or coursework in Adobe Creative Suite or similar graphic design program
- Experience or coursework in iMovie in editing and creating video content
- Strong 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

**Application Deadline:** Open Until Filled

**Please send Resume & Cover Letter to:**

961 Hillwind Road

Fridley, MN 55432

Fax: 763-502-4707

E-mail: [joelle@wishesandmore.org](mailto:joelle@wishesandmore.org)