"***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 – Event & Auction Administration**
Job Description:	This intern will experience the inner workings of a non-profit organization; have opportunity to play a large role in a 700-person gala; and gain work experience with promoting and creating an auction display of over 350 items. This position is unpaid.
Time Commitment:	Weekly commitment – 10-15 hours per week Flexible: October-February

Responsibilities:

- Collaborate with Auction Chair and Fundraising Assistant to create an auction display that is enticing to the donor, increasing fundraising potential to meet auction budget goals
- Perform Photography of incoming auction packages
- Edit and upload all graphics and photos into the bidding platform (BidPal)
- Creatively display auction packages to enhance visibility on bidding platform
- Edit and write creative descriptions for auction packages
- Generate certificates for gifts that don't have one readily available & displays for all non-physical items
- Effectively promote auction items via social media, powerpoint, website, bidding platform and live auction displays
- Availability to work all day of Winter Ball on February 5th, 2022

Qualifications:

- Past experience in photography
- Proficient in Microsoft Office applications
- Critical-thinking and creativity
- Strong organizational skills
- Excellent oral and written communication skills
- Ability to work independently
- Willingness to accept a variety of tasks
- Career interest in non-profit organization
- Positive attitude

If interested, please send resume and cover letter to: MadiS@wishesandmore.org