



“*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 Marketing & Communications
Job Description:	Will work closely with the Sr. Director of Communications & Development in order to assist in all aspects of marketing and communications. Responsibilities will cover a wide variety of duties such as event promotion and planning as well as volunteer coordination and photo/video editing.
Time Commitment:	Weekly commitment – 10-15 hours per week October - February

Responsibilities:

- Compose press releases for upcoming events and stand-out wish stories
- Write compelling and emotional wish stories for various mediums
- Design and create wish posters
- Edit and create videos / slideshows
- Write and post social media videos, photos, stories
- Design creative elements for inclusion in videos or printed recognitions
- Effectively communicate with a large group of volunteers
- Assist in event planning and execution of major fundraising events for Wishes & More
- Availability to work all day of Winter Ball on February 11th, 2023
- Other duties as assigned.

Qualifications:

- Marketing, Public Relations or Communications areas of study preferred and/or an interest in non-profit organizations
- Proficient in Microsoft Office programs
- Experience or coursework in Canva or similar graphic design program
- Experience or coursework in iMovie and/or Powerpoint in editing and creating video content
- Strong organizational, 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

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