



“*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:	J Term Intern – Event & Auction Administration
Job Description:	This intern will experience the inner workings of a non-profit organization; have opportunity to play a role in a 700-person gala; and gain work experience with promoting and creating an auction display of over 400 items. This position is unpaid.
Time Commitment:	Weekly commitment – 10-15 hours per week J term

Responsibilities:

- Collaborate with Board Member and Fundraising Assistant to track, create, & promote an auction that increases fundraising potential to meet auction budget goals
- Help track auction donations from intake to upload on bidding platform (BidPal)
- Generate acknowledgement letters to donors
- Track and edit auction items/packages in bidding platform, BidPal including editing/writing creative descriptions
- Create certificates & displays for all non-physical items
- Perform Photography of incoming auction packages as needed
- Edit and upload all graphics and photos into the bidding platform (BidPal)
- Help create live auction displays
- Availability to work all day of Winter Ball on February 11th, 2023

Qualifications:

- Proficient in Microsoft Office applications
- Excellent oral and written communication skills
- Strong organizational skills
- Past experience in photography
- Critical-thinking and creativity
- 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: Volunteer@wishesandmore.org