



“**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: Obtain work experience with a non-profit organization by providing support directly related to the annual gala on February 10, 2024, a 700-person fundraising event. Gain working knowledge of promoting items in BidPal and creating a physical auction display of over 350 items. This position is unpaid.

Time Commitment: Weekly commitment – 8-12 hours per week
Flexible: November-February

Responsibilities:

- Collaborate with Auction Chair and Fundraising Associate to create a display of auction items that is enticing to the donor, increasing fundraising potential to meet auction budget goals
- Photograph 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
- Must be available to work all day of Winter Ball on February 10th, 2024

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

Skills Learned:

- Collaboration
- Creative writing & display creation
- Organization / multi-tasking
- Direct experience in BidPal, Canva, Salesforce and Microsoft Office Applications
- Event planning
- Professional business etiquette

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