



“**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: Obtain work experience with a non-profit organization by assisting in the marketing and communications efforts directly related to the annual gala on February 10, 2024 – a 700-person event. Gain working knowledge of the execution of a large-scale fundraising event. This position is unpaid.

Time Commitment: Weekly commitment – 10-15 hours per week
October - February

Responsibilities:

- Write compelling and emotional wish stories for various mediums
- Design and create wish posters with visual graphics and persuasive verbiage
- 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
- Must be available to work all day of Winter Ball on February 10th, 2024
- Other duties as assigned.

Qualifications:

- Marketing, Public Relations or Communications areas of study preferred
- 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

Skills Learned:

- Professional communications
- Creative writing & editing
- Collaboration / Teamwork
- 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