



“*Wishes & More*<sup>®</sup> 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 8, 2025, a 700-person fundraising event. Gain working knowledge of promoting items in OneCause and creating a physical auction display of over 350 items. This position is unpaid.

**Time Commitment:** Weekly commitment – minimum of 8 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 Gala on February 8, 2025

### 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](mailto:Volunteer@wishesandmore.org)