



***“Wishes & More® enhances the life of a child fighting a terminal or life-threatening condition by providing extraordinary experiences... and more”***

**Title:** Wish Granting Intern

**Job Description:** Wishes & More is seeking a passionate and motivated intern to assist the Wish Department in a variety of wish-granting tasks. This intern will have the unique opportunity to gain hands-on experience in the nonprofit sector and directly impact the lives of children facing terminal and life-threatening conditions.

**Time Commitment:** Weekly commitment of 8-12 hours per week

**Responsibilities:**

1. Grant a Wish, which may include:
  - Send and follow up on medical forms
  - Input and make updates to records in the Wishes & More Salesforce database
  - Partake in wish interviews with a seasoned volunteer
  - Prepare budgets for the wishes
  - Collect and compare bids to purchase gifts
  - Create wish trip itinerary packets
  - Make the wish experience more unique and special by planning an “enhancement”
  - Plan a reveal to let the child know their wish is coming true
  - Write and promote stories about the wishes we grant
2. Community Engagement:
  - Research local events and solicit donations from event hosts and entertainment vendors
  - Foster new relationships by thanking donors and encouraging ongoing involvement
  - Maintain an internal calendar of events
  - Distribute and track opportunities among current and former wish families
3. Outreach:
  - Develop and implement a plan to promote Wishes & More to hospitals and other organizations
  - Research and identify new organizations to connect with

**Preferred Skillsets:** Proficient in Microsoft Office programs, organized, attentive listening, excellent oral and written communication, ability to work independently, career interest in non-profit organization, willing to accept a variety of tasks with a positive attitude.

**Benefits:**

- Gain valuable experience in the nonprofit sector
- Develop outreach, communication, and project coordination skills
- Work in a meaningful role that directly benefits children facing life-threatening illnesses
- Potential for academic credit if coordinated through your institution