



**Make-A-Wish North Dakota
Special Projects Internship Description**

Mission: We grant the wishes of children with critical illnesses to enrich the human experience with hope, strength, and joy.

Purpose of Internship: The communications and special events intern will assist the Director of Community Relations in spreading the Make-A-Wish mission, events, and updates through all means of communication. The intern also supports major special events and external events as well as provide general assistance and office support.

Responsibilities include, but are not limited to the following:

- Writing press releases, PSAs, and media alerts
- Providing content for newsletters, wish stories, and social media
- Layout and design work for the e-newsletter, event, and promotional materials
- Creating Shutterfly photo books for donors and wish families
- Assisting with marketing of events
- Securing donations
- Coordinating volunteers as well as assist with logistics of events

Qualifying Skills:

- Excellent written and oral communication skills
- Ease and comfort of dealing with individuals over the phone and in person
- Good organizational skills
- Detail oriented
- Ability to handle multiple tasks
- Two years of college completed in business administration, communication, or a related field
- Experience with Adobe InDesign and Photoshop preferred

Time Requirement:

- Minimum of 10 hours per week
- Maximum of 20 hours per week

To apply for this position, please complete the [internship application](#) and include with your resume, cover letter, and writing sample to:

Make-A-Wish North Dakota

E-Mail: info@northdakota.wish.org

Mail: 4143 26th Ave S, Suite 104 | Fargo, ND 58104

Fax: 701.280.2684

All internships at Make-A-Wish North Dakota are unpaid