



Program Internship

Interns at Make-A-Wish® Central & Northern Florida gain valuable interpersonal, leadership and critical thinking skills, while making a positive impact on the lives of local children with critical illnesses.

Program interns will assist our program team to grant wishes to children with critical illnesses. The ideal intern must have strong communication, organization and writing skills. Candidate should be comfortable speaking on the phone and working on the computer. Note: this is an administrative internship and does not involve direct contact with wish kids.

Possible job duties:

- Process new wish referrals and create wish file
- Data entry utilizing Raisers Edge
- Contact wish granting volunteers via phone or email
- Research specific aspects of a wish
- Write wish stories (sample format provided)
- Call physicians' offices for follow-up on medical eligibility forms

To apply: send your resume and cover letter to Janice Kertcher
Email: jkertcher@cnfl.wish.org Phone: 407.622.4673

Make-A-Wish®
CENTRAL AND NORTHERN FLORIDA