



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

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

**Purpose of Internship:** The intern will support the Program Services department of Make-A-Wish North Dakota in wish activities and projects and provide general assistance and office support.

**Responsibilities include, but are not limited to the following:**

- Process incoming wish referral paperwork
- Organize/label wish files as well as manage file close out process
- Ensure proper paperwork is sent to physicians and wish families
- Review, critique, create, and mail wish itineraries
- Coordinate with outside vendors for wishes; Give Kids the World, limo, hotel, etc.
- Prepare initial wish meeting "ice-breaker" gift packages
- Complete wish child information form for volunteers on wish
- Put together and coordinate materials for volunteer manuals
- Volunteer/referral source recognition
- Manage birthday card process to wish kids, volunteers and board members
- Communicate with staff of upcoming wishes and wish events
- (OPTIONAL): Become a trained wish-granting volunteer (one year commitment required)

**Qualifying Skills:**

- Excellent written and oral communication skills
- Ease and comfort 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 or a related field
- Experience with Microsoft Office preferred (Outlook, Excel, Word, and PowerPoint)

**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 and cover letter to:

Make-A-Wish North Dakota

E-Mail: [info@northdakota.wish.org](mailto:info@northdakota.wish.org)

Mail: 4143 26<sup>th</sup> Ave S, Suite 104 | Fargo, ND 58104

Fax: 701.280.2684

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