Signature Events Internship

Location: Brighton Office

Supervisor: WAM Tour Director and Development Officer

Make-A-Wish® Michigan is set to host three endurance events in 2021: Walk For Wishes® at the Detroit Zoo in May, the Wish-A-Mile® (WAM) Bicycle Tour, statewide, in July and the Trailblaze Challenge (21 mile hike), in northern Michigan in September. Our events team is looking for an intern to assist with working with event participants from help setting up their fundraising page/portal, email communications to riders and team captains, social media posts and engagement, along with some logistics. The week of and leading up to, the day of and the week following the events will be required to attend.

QUALIFICATIONS:

- Currently enrolled in a bachelor or graduate degree program and able to receive college credit
- Ability to work part-time (2–3 days) January through August
- Must be available May 1 (Detroit Walk), July 22–25 (WAM), Sept date tbd (Trailblaze)

RESPONSIBILITIES

- Communicate with event participants and event volunteers
- Research various products/services that are needed for the respective events
- Proofread various documents that are distributed to WAM participants and uploaded on the WAM website
- Learn the backend of the fundraising platforms for each site to effectively assist event participants with updating their team/individual page, running reports and other functions
- Attend expos, information sessions, and kick-offs to promote the events
- Organize inventory for each event including incentive items, t-shirts, etc
- Assist with logistics for the respective events including, but not limited to, securing food and beverages, children's activities, sponsor tables, etc.
- Assist with preparing event participant packets
- Support the events team as needed
- Other duties as assigned

To apply for an internship position, send your resume and cover letter to intern@michigan.wish.org with the subject line "Signature Events Internship - Last Name, First Name".

I wish to go to the NBA All-Star Game
Ma'Koi, 17
nervous system disorder

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