



**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 intern will assist the Chapter in advancing the Make-A-Wish mission by supporting the development team, helping with major special events, assisting the program team with wishes, as well as providing general assistance and office support

Responsibilities include, but are not limited to the following:

- Implement project management techniques
- Conduct research
- Data entry
- Grant writing
- Assist with marketing of events
- Support Board of Directors logistics
- Complete a 5-10 minute presentation at end of internship recapping experience

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 administration, communications, or a related field

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.with.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