



**Thank you for your interest in working with Make-A-Wish® San Diego!**

## About Make-A-Wish San Diego

Together, we create life-changing wishes for children with critical illnesses.

Make-A-Wish San Diego grants the wishes of children with critical illnesses in San Diego and Imperial Counties. Since its inception in 1983, the San Diego chapter has granted more than 4,500 wishes to children in our community. In the coming year, the organization anticipates granting over 250 wishes for local children. At Make-A-Wish San Diego, the goal is simple: to come into a child's life during a difficult time to provide hope and a much-needed break from the daily challenges they are forced to face.

For more information about Make-A-Wish San Diego, visit us online at [www.sandiego.wish.org](http://www.sandiego.wish.org) or call us at (858) 707-WISH.



## About our Internship Opportunities

Our internship program is designed to give each individual a diverse and rewarding experience while working towards fulfilling our mission. Internships provide individuals with hands-on learning opportunities while allowing them to grow and succeed. Although all internships are unpaid, students interested in a career in the non-profit sector will find a wealth of experience by working with the Make-A-Wish San Diego office. Whether it is working in the Development Department to support fundraising and stewardship initiatives, assisting the Wish Department with the coordination of wish experiences and volunteers or specializing in data and finance with our Operations Department, interns receive hands-on experience as they support mission delivery.



For more information on how to apply, please visit: [www.sandiego.wish.org/internships](http://www.sandiego.wish.org/internships)

## Application Process

We are always looking for bright individuals with a passion for our mission. In order to best serve our community, we require all applicants to go through an assessment before becoming an active part of our company. This includes **a completed application, resume, and cover letter and a potential interview**. Upon reviewing your application, we may contact you for next steps. Please note, our needs vary at any given time and unfortunately not all applicants will be contacted.

Applications will be accepted and reviewed during the following periods:		
	Internship Period	Applications Due
SPRING	January 1 <sup>st</sup> – April 30 <sup>th</sup> , 2020	December 13 <sup>th</sup> , 2019
SUMMER	May 1 <sup>st</sup> – August 31 <sup>st</sup> , 2020	April 17 <sup>th</sup> , 2020
FALL	September 1 <sup>st</sup> – December 31 <sup>st</sup> , 2020	August 14 <sup>th</sup> , 2020

If we find you will be a good fit for an open position, you will be contacted to schedule an interview.

**QUESTIONS?** Call (858) 707-9474 or email your inquiries to [internships@wishesandiego.org](mailto:internships@wishesandiego.org)



## FAQ's

### **Are there paid internships available?**

**Unfortunately, No.** All Make-A-Wish San Diego internships are unpaid, volunteer opportunities. Selected individuals will be onboarded as official Make-A-Wish San Diego volunteers. Candidates will gain a wealth of knowledge in the form of hands-on learning opportunities in the growing non-profit field.

For current students, we encourage you to work with your college or university to find out if class credit or stipends may be available to you. Make-A-Wish is able to provide proof of internship hours if this is the case.

### **How many hours & when do interns work?**

We ask that all interns are able to commit a **minimum of 10 hours/week in the office** with a set weekly schedule. Make-A-Wish interns may work in the office during our normal business hours: 9am-5pm Monday through Thursday, and on Fridays from 9am-3pm. Occasionally, events may also occur on weekends or in the evenings.

### **Are there any specific prerequisites, certifications, or tests I have to complete?**

**There are no set prerequisites to specific internships\***, however all internship offers are contingent upon a satisfactory clearance based on criminal background check results.

This is because Make-A-Wish volunteers are trusted to work directly with sensitive information about wish families, may work directly with wish children, and handle Make-A-Wish resources (including money or donated goods) For the protection of the wish families and Make-A-Wish itself, we require criminal background checks of staff and volunteer positions. All information in the application and any acquired through the background check will remain confidential and is used only for screening and placement purposes.

*\*We may request references or follow-up writing samples based upon your internship application & interview.*