



## **JOB DESCRIPTION: Events and Marketing Intern**

**Reports To:** Events Manager and Marketing Manager

**Mission:** *Together, we create life changing wishes for children with critical illnesses.*

**Purpose of Internship:** The Events and Marketing Intern is responsible for assisting the Marketing Manager and Events Manager in the office's marketing, public relations, and event coordination needs. You will be exposed to the design and production of marketing materials, the handling of media relations and gain experience in nonprofit best practices.

### **Duties & Responsibilities:**

#### **Communications & Marketing**

- Write stories recapping wishes that have been granted
- Distribute, facilitate and tabulate wish surveys
- Draft and schedule social media posts

#### **Creative Services**

- Newsletter copywriting and editing
- Develop and edit website content and copy
- Design donor and volunteer recognition pieces

#### **Events Management**

- Assist in the coordination of materials and documentation for external event partners
- Data entry into donor management system
- Research leads for partner programs (Kids for Wish Kids, Walk for Wishes, etc.)
- Other projects and assignments given on an as-needed basis. Description is not all-inclusive.

### **Desired Qualifications:**

- Ability to professionally communicate, both orally and in writing
- Strong creative acumen
- Passion for creative writing and problem solving
- Ability to handle constructive feedback and take creative direction
- Be able to balance projects in a deadline-driven environment
- Have a passion for helping others and belief in the mission of Make-A-Wish.

### **Commitment:**

- A minimum of 10 and up to 20 hours per week
- Remote work will be considered on a case-by-case basis
- Commitment of entire semester (spring, summer or fall)
- This is an unpaid internship
- The ideal candidate will be a junior/senior working toward an Associate's degree or higher
- Complete a 5-10-minute presentation at the end of internship recapping experience

### **How To Apply:**

Interested applicants should submit a cover letter and resume to [spurington@maine.wish.org](mailto:spurington@maine.wish.org). An online or printed portfolio with creative writing and/or graphic design/web design is preferred, but not required.