



JOB DESCRIPTION: Program Intern

Reports To: Director of Mission Delivery

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

Purpose of Internship: The intern will support the Program Services department with wish activities and projects and provide general assistance in the delivery of wishes to Maine children living with critical illness.

Duties & Responsibilities:

- Develop and distribute wish trip travel itineraries
- Coordinate with outside vendors for wishes; limo, hotel, etc.
- Support the mission delivery team in the execution of wishes
- Assist in research for wishes; Airbnb, International destinations, expeditions etc.
- Prepare and mail initial wish meeting packages and wish granter paperwork
- Track items in the organization's database
- Facilitate post-wish surveys and compile results
- Upload and organize pictures for wish granter and corporate partner recognition pieces
- Prepare and send out closing wish paperwork to families when the wish is completed
- Complete a 5-10-minute presentation at the end of internship recapping experience

Desired Qualifications:

- 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
- Experience with Microsoft Office preferred (Outlook, Excel, Word and PowerPoint)
- 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 in the Scarborough, Maine office
- 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

How To Apply:

Interested applicants should submit a cover letter and resume to spurington@maine.wish.org.