



Internship Application

To be considered for an internship with Make-A-Wish San Diego, **fill out this application and attach a resume & cover letter** detailing your qualifications and any other information we may find valuable.

Completed packets will be assessed and if considered, you will be contacted for next steps. Please note, our needs vary at any given time and unfortunately not all applicants will be contacted.

More information, including job descriptions & application deadlines can be found online at:

sandiego.wish.org/internships

Name: _____

Phone Number: _____

E-mail Address: _____

Birth Date: _____

*You must be at least 18 years of age to apply.

I am applying for...

- ☐ **SUMMER** May 1st – August 31st
- ☐ **FALL** September 1st – December 31st
- ☐ **SPRING** January 1st – April 30th

Please note, our needs vary at any given time and internship start/end dates are flexible

Availability and Hours

Make-A-Wish interns 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. **We ask that all interns commit to a minimum of 10 hours/week in the office with a set weekly schedule.**

What Days of the Week & Times are you available?

- | | | | | |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday |
| from | from | from | from | from |
| ___:___am/pm | ___:___am/pm | ___:___am/pm | ___:___am/pm | ___:___am/pm |
| to | to | to | to | to |
| ___:___am/pm | ___:___am/pm | ___:___am/pm | ___:___am/pm | ___:___am/pm |

Should you be selected for an internship, what specific dates would you be available?

Start Date: _____ End Date: _____



Please select the position(s) you are most interested in (may choose more than one):

- ☐ **Special Events Intern:** assist the special events team in the planning and execution of signature fundraising events
- ☐ **Kids For Wish Kids Intern:** assist with outreach and programming for college, high school and younger students fundraising for Make-A-Wish
- ☐ **Development Department Intern:** a primary focus on corporate engagement, supporting third-party fundraising events and stewardship
- ☐ **Donor Care Intern:** focus on database management, donor stewardship and major giving
- ☐ **Wish Department Intern:** assist with daily administrative tasks associated with wish planning
- ☐ **Bilingual Wish Department Intern:** assist with wish planning and outreach to Spanish speaking families
- ☐ **Medical Outreach Intern:** focus on medical outreach to hospitals, medical professionals and community groups to ensure wish child safety for travel and education on eligibility
- ☐ **Volunteer Intern:** assist with programs, database management and onboarding for Make-A-Wish volunteers

Interests & Skills (please check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Bilingual? |
| <input type="checkbox"/> Event Coordination | If so, what language: |
| <input type="checkbox"/> Marketing/Communications | _____ |
| <input type="checkbox"/> Media/Public Relations | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Administrative Work/Data Entry | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Web Design |
| <input type="checkbox"/> Volunteer Coordination | <input type="checkbox"/> Other _____ |

Are you a Student?

- ☐ Yes ☐ No

If Yes, please fill out the following:

School/University: _____

Year/Grade: _____

Major/Area of Study: _____



How did you hear about Make-A-Wish?

What inspired you to apply for this position?

What are you looking to gain from this internship experience?

Attach a **current resume and cover letter** and send your completed application to:

Make-A-Wish San Diego
Attn: Internships
internships@sandiego.wish.org