



INTERNSHIP POSITIONS AND JOB DESCRIPTIONS

Please Note: All Spring 2021 internships will be remote with some in-person projects, where masks will be required and all social distancing guidelines observed. Even though the internship will not meet in an office setting daily, we do require that you are located in the Austin or San Antonio area, respectively.

JOB TITLE: PROGRAM INTERN

Related Fields: Communications, Hospitality, Customer Service, Event Planning,
Nonprofit Administration

Position Overview

- Assist with wish planning and enhancements, including vendor research, creating wish day posters and collateral, planning wish reveals, requesting medical approval forms, etc.
- Audit and transfer hardcopy wish files to electronic files
- Solicit discounts/donations from local vendors
- Manage constituent information in Salesforce database
- Complete Wish Family Welcome Calls and follow up calls
- Create thank you notes for in-kind vendors and volunteers
- Interact with Wish Families virtually and/or in-person for wish interviews, wish send-off/reveal parties, etc. when applicable
- Support Wish Journey program planning and preparation (i.e. mail-outs, shipments, supply re-stocking, etc.)
- Assist Development Department with department needs when applicable
- *Strong preference for detail-oriented individuals and individuals proficient in verbal and written Spanish*

JOB TITLE: DEVELOPMENT INTERN

TRACK: COMMUNICATIONS AND MARKETING (AUSTIN ONLY)

Related Fields: Advertising, Communications, English, Graphic Design, Journalism, Marketing, Media, Photography, Public Relations, Videography

Position Overview

- Increase awareness of Make-A-Wish® in the central & south Texas community
- Write wish stories for newsletters, website, press releases, donor thank you's, and other marketing materials
- Create copy and graphics for social media
- Design event collateral, including t-shirts, programs, marketing materials, etc.
- Photograph wish reveals and other in-person events, as needed
- Support and plan video projects (filming and production)



- Assist Program Department with department needs when applicable

JOB TITLE: DEVELOPMENT INTERN

TRACK: EVENT PLANNING (AUSTIN ONLY)

Related Fields: Communications, Business Administration, Event Planning

Position Overview

- Increase awareness of Make-A-Wish® in the central & south Texas community
- Assist with internal and external events, including:
 - Contacting vendors, negotiating contracts
 - Soliciting donations in-kind and monetary
 - Managing volunteer communications and duties
 - Collecting supplies/running errands leading up to event, and
 - Attending/working events, when applicable
- Write post-event thank you notes
- Assist Program Department with department needs when applicable

JOB TITLE: DEVELOPMENT INTERN

TRACK: FUNDRAISING AND DONOR STEWARDSHIP (AUSTIN ONLY)

Related Fields: Business Administration, Communications, Nonprofit Management

Position Overview

- Increase awareness of Make-A-Wish® in the central & south Texas community
- Manage existing donor information and compile potential donor information
- Write thank you notes and create other stewardship material
- Research, compose, and follow-up on grant applications
- Assist in the coordination of our chapter's involvement in national fundraising partnerships and initiatives
- Create tax acknowledgement letters or other monetary recognition documents for in-kind vendors or donors
- Support Kids for Wish Kids program, including conducting research, outreach, and recognition for participating schools
- Assist in the development and growth of a young professionals program
- Assist Program Department with department needs when applicable

JOB TITLE: DEVELOPMENT INTERN (SAN ANTONIO ONLY)

Related Fields: Advertising, Communications, Event Planning, Journalism, Marketing, Media, Public Relations

Position Overview

- Increase awareness of Make-A-Wish® in the central & south Texas community
- Write thank you notes for event and donor follow-ups
- Assist with internal and external events, including contacting vendors, soliciting donations, managing volunteer communications, collecting



- supplies/running errands leading up to event, and attending/working events when applicable
- Support fundraising efforts and manage donor data
 - Compile donor and potential donor constituent information
 - Research, compose, and follow-up on grant applications
 - Assist in the coordination of our chapter's involvement in national fundraising partnerships and initiatives
 - Manage donor event needs and attendees
 - Assist Program Department with department needs when applicable

ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS FOR ALL POSITIONS

- Ability to learn quickly, work independently, and manage multiple projects in a fast-paced environment
- Strong written and oral communication skills
- Must be comfortable making phone calls on behalf of the organization
- Represent the Make-A-Wish® brand with internal and external stakeholders
- Reliable mode of transportation
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)

PLEASE NOTE: All internships are unpaid and require 12-15 hours/week. We DO accept applicants who are completing this internship for course credit.



INTERNSHIP APPLICATION INSTRUCTIONS

Spring 2021 Application Deadline: Friday November 27th by 5:00

PM Summer 2021 Application Deadline: TBD

Fall 2021 Application Deadline: TBD

1. Submit via email*:

- Resume
- Cover Letter
- (1) Letter of Recommendation from a professional source – can be sent from the applicant or person writing the recommendation
- **OPTIONAL FOR DEVELOPMENT APPLICANTS ONLY** – PR/Media Writing Sample (no academic papers) or Social Media and/or Graphics Portfolio

*Please specify which department (and track for Development applicants – you may apply for multiple tracks) you are applying for and send your application materials to the respective office location contact. If you are interested in applying for multiple departments for the same semester, please submit one application and identify which departments you are applying for in your cover letter.

2. Once your resume and supporting paperwork has been received and processed, if you are selected to move forward in the interview process, we will schedule a face-to-face interview
3. All applicants must successfully pass our pre-screening criminal background check prior to beginning their internship

Please submit Austin Office applications to Nikki Dulay at ndulay@cstx.wish.org and San Antonio Office applications to Sarah Gaye at sconner@cstx.wish.org.

Should you have any questions during the application process, please do not hesitate to contact us. Thank you for your interest in helping us ***transform lives, one wish at a time!***