



## Mission Delivery Intern – project description

**Title:** Mission Delivery Intern

**Location:** Greenville, SC

**Reports To:** VP of Mission Delivery

**Description:** As the Mission Advancement intern, you'll help advance the mission of Make-A-Wish South Carolina through assisting with special events & fundraising programs. This includes the cultivation of events from auction prospecting to event logistics. Your help will also be integral to helping create thank-you packets for donors, build campaign assets for corporate partners and help plan wish kid-related activities.

One internship is available per semester. Applicants will be selected for an interview based on their cover letter and resume. The ideal intern will be a junior or senior working toward a bachelor's degree or higher. A minimum of 1 year of professional work experience is helpful. Knowledge of and experience with the Make-A-Wish® mission and service population is preferred.

### Duties, Responsibilities & Experiences:

#### *Wish Planning Assistance*

- Research specific topics to help wish managers facilitate the wish granting process
- Implement wish granting letters and wish announcements as needed
- Help design and create wish itineraries for wish managers as needed
- Take part in any wish activity or celebration as needed

#### *Intake and Referral Assistance*

- Implement phone interviews with families for the initial assessment process.
- Facilitate wish packages for volunteer wish meetings.

#### *Overall*

- Support other key initiatives of the department as assigned

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**Desired Qualifications:**

- Ability to professionally communicate, both orally and in writing
- Ability to handle constructive feedback and take creative direction
- Be able to balance projects in a deadline driven environment
- Proficiency in Microsoft Suite and internet research tools
- Some volunteer experience preferred, although not required
- Sensitivity to families dealing with a critical illness
- Highest regard and confidentiality for information directly related to wish children and their families. HIPPA compliance.
- Have a passion for helping others and belief in the mission of Make-A-Wish

**Educational Experiences**

- Building and planning wish send-off parties
- Experience a wish granting interview with Make-A-Wish volunteer or staff member
- Gain knowledge and understanding around wish assist program.
- Assist with planning wish assists available at time of internship.
- Learn and understand the volunteers' role in helping to facilitate the wish experience.

**Length of Internships** - Internships typically last 10 to 16 weeks as mutually agreed upon by the intern and Make-A-Wish South Carolina. Typical internships are 20 hours per week and will not exceed 40 hours per week. Hours/daily schedule will be determined on a case-by-case basis and agreed on upon acceptance of an internship. However, intern must be able to commit to at least 2 days a week and a minimum of 5 hours each day.

**Compensation/Credit** - This is an unpaid internship. Make-A-Wish South Carolina encourages students to seek academic credit and will gladly work with intern to complete forms for colleges and universities necessary to qualify. The intern is responsible for pursuing all avenues of securing academic credit.

**Background Check** - Interns must complete a volunteer application and a background check prior to beginning work.

The goal for the program service internship is to help educate students in the facilitation, planning, and implementation of the wish for the wish children and families that Make-A-Wish South Carolina serves.

**Apply Online:** <http://sc.wish.org/internships>

