



## Internship Position Description

**Job Title:** Special Events Intern

**Reports To:** Shelby Ensberg, Wish and Community Advancement Coordinator

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### RESPONSIBILITIES:

- Assist Wish & Community Advancement Coordinator with annual fundraising events, with a primary focus on *Happiness Hour*.
- Primary focus on auction item procurement for *Happiness Hour*, including:
  - Item entry to auction database
  - Organization and storage of auction items
  - Management of auction item paperwork
  - Tracking and fulfillment of item delivery and pick-up
  - Procurement outreach to recurring and new prospective donors
- Help support and manage other projects and event logistics including, but not limited to:
  - Data entry for events as needed
  - Volunteer and wish family participation in special projects
  - Logistics support and vendor communication as needed
  - Post-event acknowledgements
  - Decorations / promotional materials
  - Event production and planning
  - Direct mailings
  - External event support
  - Timelines & scheduling

### DESIRED QUALIFICATIONS

- Excellent writing, editing, communication and organizational skills.
- Attention to detail and ability to complete multi-step administrative processes is imperative.
- Enthusiastic, reliable and proactive team player who enjoys working in a collaborative and fun work environment.
- Experience with Microsoft Office (Word, Excel, PowerPoint); desktop publishing, database, auction and/or design software a plus.

### TIME COMMITMENT

- Available for 12-20 hours per week for a minimum of 7-8 months. Make-A-Wish working hours are 8-5 pm M-F.
  - 20 hour weekly commitment is preferred during the peak planning season from March-September

### CONTACT INFORMATION

- Please e-mail your cover letter and resume to Shelby Ensberg at [sensberg@akwa.wish.org](mailto:sensberg@akwa.wish.org) by Tuesday, January 26<sup>th</sup>.