



Internship Position Description

Job Title: Wish Department Internship

Reports To: Amy Morris, Wish and Administrative Coordinator

RESPONSIBILITIES:

- Assist in planning aspects of individual wishes
- Wish file maintenance
- Participate in the planning and coordination of regional events
- Procurement of in-kind goods for wishes and fundraising events
- Administrative tasks such as answering phone calls, preparing mailings, etc.
- Spanish translation experience available for bilingual students
- Special projects as assigned

DESIRED QUALIFICATIONS

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

TIME COMMITMENT

- 4-6 month commitment (one semester or 2 quarters, or summer), available for 6-15 hours per week (negotiable).

This is an unpaid internship with Make-A-Wish Alaska & Washington

CONTACT INFORMATION

- Please e-mail your cover letter and resume to Amy Morris at amorris@akwa.wish.org