



Make-A-Wish® North Dakota
Communication and Special Events Internship Description

Mission: *Together, we create life-changing wishes for children with critical illnesses.*

Purpose of Internship: The intern will assist the Communications Manager in sharing the Make-A-Wish mission, events and updates through all means of communication. The intern also supports major special events and external events as well as provide general assistance and office support.

Responsibilities include, but are not limited to the following:

- Writing press releases, PSAs and media alerts
- Providing content for newsletters, wish stories and social media
- Layout and design work for event and promotional materials
- Creating Snapfish photo books for donors and wish families
- Assisting with marketing of events
- Represent at necessary internal and external events
- Securing donations
- Coordinating volunteers as well as assisting with logistics of events
- Complete a 5-10 minute presentation at end of internship recapping experience

Qualifying Skills:

- Excellent written and oral communication skills
- Ease and comfort dealing with individuals over the phone and in person
- Good organizational skills
- Detail oriented
- Ability to handle multiple tasks
- Two years of college completed in business administration, communication or a related field
- Experience with Adobe InDesign and Photoshop preferred

Time Requirement:

- Minimum of 10 hours per week
- Maximum of 20 hours per week

To apply for this position, mail, fax, or e-mail (no phone calls, please) your resume, cover letter and a writing sample to:

Make-A-Wish North Dakota
4143 26th Ave S, Suite 104
Fargo, ND 58104
Fax: 701.280.2684
E-Mail: info@northdakota.wish.org

All internships at Make-A-Wish North Dakota are unpaid.