

**Make-A-Wish® North Dakota
Special Projects Internship Description**

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

Purpose of Internship: The intern will contribute to the Chapter in advancing the Make-A-Wish® North Dakota mission by supporting the development team, helping with major special events, assisting the program team with wishes as well as providing general administrative assistance and office support.

Responsibilities include, but are not limited to the following:

- Conduct small-scale research projects
- Answer phones and other administrative tasks
- Implement project management techniques
- Provide data entry
- Assist with marketing and implementing events
- Write reports, including weekly recaps
- Support Board of Directors logistics
- Create wish experience photobooks
- Conduct informational interviews with internal team
- Complete a 5-10-minute presentation at the end of internship recapping experience
- Other duties as assigned

Qualifications:

- 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 and collaborate
- Preferred, two years of college completed
- Experience with Microsoft Office preferred (Outlook, Excel, Word and PowerPoint)

Time Requirement:

- Minimum of 10 hours per week
- Maximum of 20 hours per week
- Commitment of entire semester (spring, summer or fall)

To apply for this position, please email a completed application along with your cover letter and resume to: info@northdakota.wish.org

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