



Thank you for your interest in interning with Make-A-Wish® Suffolk County, NY. Our intern program is designed to give each intern a diverse and rewarding experience while working toward fulfilling our mission: Together, we create life-changing wishes for children with critical illnesses.

HOW DO I BECOME AN INTERN?

In order to provide wish children and their families with the best experience possible, we require all potential interns to go through an application process before being considered for an internship position. After your paperwork is processed, you will be contacted with next steps based on the opportunities you selected.

WHY DO I NEED A BACKGROUND CHECK?

Due to the nature of our work, select volunteer positions must successfully complete a criminal background check every three years. Make-A-Wish does not employ, or utilize as a volunteer, any individual who has been convicted of a crime that (a) victimizes children, (b) is sexual in nature, or (c) involves violence, fraud, or significant theft. Please contact us with any questions related to past convictions and/or our background check screening process.

WHO DO I CONTACT WITH QUESTIONS?

Our team is happy to answer questions or address any concerns that you may have. Call us at 631.585.WISH (9474) or email us at mwilko@suffolk.wish.org

HOW DO I SUBMIT MY APPLICATION?

Please complete and submit the following online application. If you have any issues or would like to request a hard copy of the application, please contact us at mwilko@suffolk.wish.org.

PRIVACY & PROTECTION OF INFORMATION

Security of information is extremely important to us. All information submitted is available to and accessed only by relevant personnel. Information is never sold or shared outside of



Intern Application

All intern positions require the completion of this application, a signed Conflict of Interest and Ethics Statement and training relevant to the desired opportunity. In addition, select opportunities require a criminal background check performed every three years.

Personal Information

Title:	First:	Middle:	Last:
Street:			
City	STATE:	ZIP:	
Birth Month/Day:	I'm over the age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Cell Phone:	Home Phone:		
Email:	I am on LinkedIn: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you fluent in any other language other than English: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify languages for which you have fluency: <i>(Sign language included)</i> :		

Emergency Contact Information

Emergency Contact:	Relationship:
Emergency Contact Phone:	

School Information

School:	Expected Graduation Year:
Major (if decided):	

Logistics

Please select the Semester(s) you are interested in: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Please select your typical weekly availability: <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THURS <input type="checkbox"/> FRI Please list your hours available for your selected days: (i.e. Mon 9am-3pm):
Do you have your own transportation: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing/able to use your own device: <input type="checkbox"/> Yes <input type="checkbox"/> No

Internship Opportunities

Make-A-Wish Suffolk County, NY internship opportunities may be available within several chapter departments. Please review the following internship positions available (semester dependent):

Mission Delivery – Interns will assist the Mission Delivery team with the logistics involved in planning our wishes and volunteer programs.

- **Program Services:** Assist Program Services with the logistics involved in planning our wishes. This will include data entry, wish family mailings, writing thank you letters, proofreading itineraries and other materials and getting items donated for wishes.
- **Volunteer Services:** Assist in managing wish-granting volunteers by assigning them to newly referred wish kids, assisting with follow-up and ensuring the necessary paperwork is obtained by the volunteers after each wish interview. Interns will also assist in the recruitment of wish granters by coordinating logistics of trainings and play a role in the continuing education of current volunteers. They will manage the physical and electronic volunteer records to ensure compliance and database integrity.
- **Medical Intake and Outreach:** Assist the mission delivery team with obtaining necessary documentation for eligibility determination, maintain database and assist with communications to wish families and local referral sources. Interns will also have opportunity to provide insight into the creation of developmentally appropriate materials and communications. (Ideal position for those interested in Child Life, Social Work or other Health Related field).

Operations/Database – Operations/Database interns will report to the Director of Operations. This intern will assist with essential data and reporting functions. Duties will include supporting data hygiene projects, Workplace Giving Support and general Database and Operations team functions. Specific tasks may include data entry and clean-up, preparing and sending receipts, assisting with gift entry, and other duties as assigned.

Marketing, Communications, and Events – Interns will assist with essential projections in support of the Marketing, Communication, and Events team. The MCE team focuses on brand advancement, media relations, social media and other digital content, website work, video production and storytelling.

- **Graphic Design:** The graphic design intern will work closely with their supervisor to update, edit and create event and chapter marketing materials. Interns have the opportunity to produce general collateral such as postcards, digital and print advertisements, flyers, e-blasts, website content, event signage, and outreach items. Must be proficient in Adobe Creative Suite; experience with Flash and web design a plus.
- **Marketing and Communications:** Interns will assist with content for the print newsletter and e-newsletters, designing promotional and other collateral, researching media and in-kind opportunities and developing social media content. Interns will also help with wish story writing. Strong writing skills needed. Basic experience in Adobe Creative Suite skills preferred.

Development – The Development intern will work closely with the Development department staff to improve the donor experience through communication and stewardship. The Development intern will

make thank you calls, follow up on donor requests, conduct prospect research and gain valuable experience working in a contact management database. There is also potential for opportunities to edit grant proposals and research local foundations. Additionally, there will be some event planning assistance, including an opportunity to participate in and organize logistics for donor cultivation events. This role will involve invitation mailing and tracking, donor follow up and the solicitation of auction items. The Development intern will have opportunities for mentorship and coaching from Development staff.

- **Fundraising:** Assist with the discovery, cultivation and stewardship of prospects and donors to Make-A-Wish Suffolk County, NY while gaining valuable skills and experience in prospect research, data management and moves management fundraising. Interns will also have the opportunity to assist with cultivation and stewardship events.
- **Event Planning:** Assist with all facets of event planning including soliciting sponsorships and auction items, recruiting participants and volunteers, managing event logistics, assisting on site during special events.
- **Corporate & Cause Related Marketing:** Assist with third-party fundraising events with external partners, provide Kids For Wish Kids® and Wishmakers On Campus® program support and relationship building with our local and national alliances, donors and external fundraisers.

All internships are unpaid positions and include some general office support: filing, answering the phones, sorting, data entry,