



Program Internship

Job Description

Program interns will assist our program team to grant wishes for children with critical illnesses. Note: This is an administrative internship and interns will likely have no interaction with wish kids.

Requirements: The ideal intern must have strong communication, organization, and writing skills. Candidate must have a high energy level, a professional appearance, a "go-getter" attitude, and excellent writing skills. In addition, candidate must be comfortable speaking on the phone and have a personable and friendly demeanor. Attention to detail and the ability to work in a fast-paced, collaborative environment are critical. The program intern position requires a self-starter with drive and motivation and the ability to work independently with little supervision.

Schedule and availability: Program intern should be available for a minimum of 15 hours a week. The office is open 9am-5pm, Monday-Friday.

Job Duties

- Process new wish referrals and create digital wish file
- Enter new referrals in Raiser's Edge
- Call physicians' offices for follow-up on medical eligibility forms
- Contact wish granting volunteers via phone or email
- Recruit volunteers for wish granter trainings
- Send eligibility documents to wish families
- Follow up on pending wish referrals
- Conduct virtual wish visits with families
- Contact volunteers for available wish granting opportunities
- Research specific aspects of a wish, example: special needs computers, sensory room redo, etc.
- Send thank you letters for in-kind donations
- Write wish stories

Please send your **resume** and **cover letter** to Eli at earmenteros@cnfl.wish.org in order to be considered for this position. **Please note:** this is a part time unpaid internship.

Job Types: Part-time, Internship

This internship is unpaid.

