

SHARE THE POWER OF A WISH®

# Signature Events Internship

**Location:** Brighton Office & Remote

**Supervisor:** WAM Tour Director and Development Officer

Make-A-Wish® Michigan is set to host three events in 2022: Walk For Wishes® at the Detroit Zoo in May, the Wish-A-Mile® (WAM) Bicycle Tour, statewide, in July and the Wish Ball Southeast in the fall. Our events team is looking for an intern to assist with working with event participants from help setting up their fundraising page/portal, email communications to riders and team captains, social media posts and engagement, along with some logistics. The week of and leading up to, the day of and the week following the events will be required to attend.

## QUALIFICATIONS:

- Currently enrolled in a bachelor or graduate degree program and able to receive college credit
- Ability to work part-time (2-3 days) February through August
- Must be available May 7 (Detroit Walk), July 26–August 1 (WAM)
- Candidate must be over the age of 21 for WAM (July 26–August 1)
- Proficiency with Excel and PowerPoint preferred
- Strong written and verbal skills
- Organized, listens attentively, and can manage projects effectively
- Experience with events and/or campaigns is preferred, but not required
- Experience volunteering is preferred, but not required

## RESPONSIBILITIES

- Communicate with event participants and event volunteers
- Conduct outreach phone calls and emails to assist in securing event vendors
- Research various products/services that are needed for the respective events
- Learn the backend of the fundraising platforms for each site to effectively assist event participants with updating their team/individual page, running reports and other functions
- Organize inventory for each event including incentive items, t-shirts, etc.
- Assist with logistics for the respective events including, but not limited to, securing food and beverages, children's activities, sponsor tables, etc.
- Proofread various documents that are distributed to participants and uploaded on the event websites
- Assist in mailings (save the dates, fundraising guidebooks, training calendars, etc.)
- Secure and track silent auction items for Wish Ball
- Secure prizes for Team Week and/or participant fundraising incentives
- Support the events team as needed
- Other duties as assigned

**To apply for an internship position, send your resume and cover letter to [intern@michigan.wish.org](mailto:intern@michigan.wish.org) with the subject line "Signature Events Internship - Last Name, First Name".**

*I wish to have a Mini Goldendoodle puppy*

**Enrique, 12**  
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**Make-A-Wish®**  
MICHIGAN