



# Intern (Summer)

Sioux Falls, SD • Temporary • Paid

At Make-A-Wish® America, we are more than a great place to work — our work is life-changing. Together, we create life-changing wishes for children with critical illnesses. From our humble beginnings with one boy's wish to be a police officer, we have evolved to be one of the world's leading children's charities, serving children in every community in the United States and its territories. With the help of generous donors and more than 24,000 volunteers, Make-A-Wish grants more than 25 wishes each day throughout the U.S. and its territories

Our chapter, Make-A-Wish South Dakota & Montana, is headquartered in Sioux Falls, SD with regional staff in Missoula, MT.

## THE TEAM

With a dedicated and collaborative staff, interns who are mission-driven and motivated enjoy playing a role in the significant impact of Make-A-Wish South Dakota & Montana. The chapter has a stellar reputation in the communities they serve and carries out its impactful work with a dedicated staff of nine. Our organization seeks to grant the wish of every eligible child. Our chapter's programs are delivered by 270 volunteers across the two states, and it is governed by a volunteer board of 18.

## THE ROLE

The intern is a key contributor to our mission of creating life-changing wishes for children with critical illnesses by assisting chapter staff with communications, development, event planning, marketing, wish granting, volunteer management, operations and general office support. An intern may work with a variety of chapter staff members on varying projects depending on the needs of the chapter at any given point in time. The intern will gain a well-rounded experience of working at a small non-profit.

## WHAT YOU'LL NEED

- College student or recent graduate.
- Interest in the Make-A-Wish mission and/or non-profit work.
- Strong verbal and written communication skills.
- Professional attitude and dress.
- Familiar with Microsoft programs, such as Word and Excel.
- Organized and detail oriented.
- Excellent people skills with the ability to work with people from diverse backgrounds.
- Ability to maintain confidentiality.
- Daytime availability with the ability to commute to chapter office.
- Interns are asked to commit to working a minimum of 20 hours, up to 30 hours a week, during normal business hours 8:00 am-4:30 pm, Monday-Friday. Days and hours are flexible. Offsite work and/or evening hours may be permitted depending on the project.
- Willing to work evening and weekend hours as needed. These dates/time will be communicated to the intern in advance.
- Complete criminal background check and Conflict of Interest & Ethics Assurance Statement upon hire.
- Complete appropriate training as deemed appropriate by chapter staff.
- Provide and receive ongoing performance evaluation feedback from chapter staff.

## WHAT WE OFFER

- The internship will be a paid internship.
- Mileage reimbursement at IRS rate.
- Opportunity to gain project management, communication and relationship building skills.
- Experience professional development opportunities including, but not limited to, one-on-one meetings with all staff and local networking opportunities.
- Interns have the ability to receive college credit if desired. Make-A-Wish will agree to complete all forms generated for the intern from respective college or university.

## JOIN OUR TEAM OF INSPIRED PEOPLE TRANSFORMING LIVES

We are more than a great place to work - our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts, and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

For immediate consideration, please email, mail or fax a cover letter and resume to:

Kerry Pollema, CVA

Senior Director Volunteers and Communications/Marketing

Make-A-Wish South Dakota & Montana

1400 West 17th Street, Sioux Falls, SD 57104

[kpollema@sdmw.wish.org](mailto:kpollema@sdmw.wish.org)

Fax: 605.335.8002

*We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability and other legally protected characteristics.*