

DIVERSITY, EQUITY & INCLUSION INTERNSHIP

DEPARTMENT Operations

POSITION SUMMARY: Work closely with the Diversity, Equity & Inclusion Committee in researching, evaluating, and implementing initiatives to help Make-A-Wish® Wisconsin become a more inclusive place to work and volunteer as well as helping reach every eligible child. Tasks will span all departments and intern will work with multiple staff members on a variety of projects. This is a great internship for anyone passionate about making the world a more inclusive place.

MAJOR RESPONSIBILITIES:

- Assist the Make-A-Wish Wisconsin DEI Committee in their efforts to fulfill their mission.
- Collaborate with YWOW Groups on DEI efforts.
- Seek out opportunities and local groups for DEI partnerships and discovery meetings
- Research job boards, publications, etc. that will reach different audiences for posting open staff and volunteer positions.
- Assist in evaluating and creating marketing and communication content that features wish kids of a variety of backgrounds.
- Participate in meetings with the DEI Committee and report on projects and share ideas for improvement.
- Research cost-effective training to share with all staff.
- Provide administrative duties as needed (filing, organizing, etc.). Other duties and projects as assigned.

DESIRED QUALIFICATIONS:

1. Interest in and experience working with diverse populations.
2. Organized, detailed-oriented, capable of managing multiple tasks.
3. Strong written and oral communication skills.
4. Friendly and able to build rapport with different groups of people.
5. Mature and responsible.
6. Experienced in Microsoft Office.
7. Ability to work independently.
8. Willing to accept a variety of tasks.
9. Currently enrolled in a degree program.

TIME REQUIREMENTS

1. Students must be able to work within a consistent schedule during normal office hours (preferably 2-3 days per week) a minimum of 10 hours per week.
2. The number of hours per week will vary due to event requirements and the amount of responsibility assumed.
3. The duration of the internship is at least one semester. The opportunity to continue internship is open and negotiable by both parties pending fit.
4. Attendance at evening or weekend meetings and events may be necessary.

COMPENSATION

1. This is a volunteer position. To enable the receipt of college credits, Make-A-Wish Foundation will work with you to meet your school's requirements.
2. A stipend will be paid upon the satisfactory completion of the internship hours as required and stated above.
3. Any work-related expenses will be reimbursed.

APPLICATION PROCESS

Interested applicants should complete the online application below:

wish.org/wisconsin/apply

If you prefer to mail, please send a cover letter, résumé, to:

Yesica Desarden
Make-A-Wish® Wisconsin
11020 W Plank Ct, Suite 200
Wauwatosa, WI 53226

No phone calls please.

The chosen candidate will be required to submit a background check and sign a conflict of interest and ethics statement.

SUMMARY OF MAKE-A-WISH WISCONSIN

Make-A-Wish Wisconsin creates life-changing wishes for children battling critical illnesses.

Founded in 1984, Make-A-Wish Wisconsin is part of the largest wish-granting organization in the world, with 59 chapters in the United States and its territories and in nearly 50 countries on five continents through 39 international affiliates. The chapter has granted over 7,500 wishes since its inception.

Since 1980, Make-A-Wish® has enriched the lives of children with critical illnesses through its wish-granting work. Its mission reflects the life-changing impact that a Make-A-Wish® experience has on children, families, referral sources, donors, sponsors and entire communities. It is a non-profit 501(c)(3) organization funded by donations.

At Make-A-Wish Wisconsin, we know a wish unites neighbors, friends and entire communities in life-changing experiences, no matter their background. We understand that, to grant the wish of every eligible child, we must foster an environment that is diverse, inclusive, and equitable.

We are committed to representation and acceptance, creating a sense of belonging and equality for all wish families, volunteers, donors, supporters, board, and staff. We stand against racism, violence and intolerance and aim to be inclusive of and welcoming to all people and backgrounds.

Together, we work to build an inclusive culture that encourages and celebrates diverse voices and experiences. It is through the mosaic of different cultures, perspectives, and experiences that we can grant life-changing wishes to every eligible child.