

Mission Delivery (Wish Granting) Intern

At Make-A-Wish, we believe wishes have the power to give children renewed energy and strength, bring families closer together and unite entire communities. Together, we can improve the lives of children battling critical illnesses by joining together to bring strength, hope and joy.

Goals

- Understand and experience the path of a wish journey.
- Develop and enhance organization and multi-tasking skills.
- Learn strategies in the wish granting process.
- Work within Raiser's Edge database to enter & update constituent records.

Duties and Responsibilities

- Assist with wish planning, travel reservations, and wish granting according to our chapter guidelines.
- Communicate and coordinate with outside companies to obtain donated and/or discounted goods & services to enhance wishes.
- Communicate and coordinate with medical professionals to coordinate care and ensure timely wish delivery.
- All activities necessary to make wish family experiences as seamless and enjoyable as possible.

Desired Qualifications

- in college, majoring in Health Sciences, Public Health, Child Life, Social Work, Non-Profit Management or related field
- Ability to learn quickly and work independently
- Confidence in seeking clarification of assigned projects
- Ability to apply a common sense understanding to carry out detailed, but uncomplicated written or oral instructions
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Ability to multi-task and handle multiple projects while staying organized
- Work well with staff, vendors, medical professionals, volunteers and wish families
- Strong verbal and written communication skills
- Excellent people skills with the ability to work with people from diverse backgrounds
- Reliable transportation
- Ability to maintain confidentiality
- Bilingual abilities in spoken & written form a plus

Location of Opportunity

This role will take place primarily at our chapter office in Stafford, TX. Remote work may be offered in certain circumstances.

Commitment

- Mission Delivery Interns are asked to commit to 15-20 hrs. per week during normal business hours Monday-Friday
- Remote/Offsite work and/or evening hours may be permitted depending on the project
- Conform to a business dress code
- Complete all volunteer requirements: volunteer application, background screening and internship orientation (to be offered either in-person or virtual and will be a total of 4 hours) prior to office start date
- Complete training as deemed appropriate by chapter staff
- Complete assigned Make-A-Wish University Onboarding online courses
- Attend continuing education courses, as offered by Make-A-Wish chapter staff
- Provide and receive ongoing performance evaluation feedback from chapter staff
- As a wish granting volunteer accept assignment of and complete wish discovery for minimum of 3 wish children

Join Our Team of Inspired People Transforming Lives

We are more than a great place to volunteer - 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 send your resume and cover letter to Nikki Eliason, volunteer manager at neliason@texgulf.wish.org. Be sure to include any requirements outlined by your academic institution for dates and hours of internship.

*no phone calls please

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.