



JOB DESCRIPTION: Events and Communications Intern

Reports To: Events Manager and Communications & Donor Engagement Manager

Mission: *Together, we create life-changing wishes for children with critical illnesses.*

Purpose of Internship: The Events and Communications Intern is responsible for assisting the Communications & Donor Engagement Manager and Events Manager in the office's marketing, public relations, and event coordination needs. You will be exposed to the design and production of marketing materials, the handling of media relations and gain experience in nonprofit best practices.

Duties & Responsibilities:

Communications & Marketing

- Write stories recapping wishes that have been granted
- Draft and schedule social media posts

Creative Services

- E-Newsletter copywriting and editing assistance
- Develop website content and copy

Event Coordination

- Research leads for community fundraising programs (Kids for Wish Kids, Walk for Wishes)
- Assist in the management of projects and events based on season:
 - Spring: Young Leaders Council (golf and social), Walk for Wishes, World Wish Day
 - Summer: Trailblaze Challenge (endurance hike), Wish Night, Sea Dogs Social
 - Fall: Golf Tournament, Trailblaze Challenge, Wish Night, Macy's Believe Campaign

Other projects and assignments given on an as-needed basis. Description is not all-inclusive.

Desired Qualifications:

- Ability to professionally communicate, both orally and in writing
- Strong creative acumen and organization skills
- Passion for creative writing and problem solving
- Ability to handle constructive feedback and take creative direction
- Be able to balance projects in a deadline-driven environment
- Have a passion for helping others and belief in the mission of Make-A-Wish.

Commitment:

- A minimum of 10 and up to 20 hours per week
- This is an unpaid internship, but college credit may be offered
- The ideal candidate will be a junior/senior working toward an Associate's degree or higher

How to Apply: Make-A-Wish Maine is committed to crafting a diverse environment and is proud to be an equal opportunity employer. You will receive consideration for internship without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. We strongly urge applications from those with these identities or who are members of other communities.

Interested applicants should submit a resume and a short email (no more than 500 words) telling us why you would like to be the Events and Communications Intern to jschneider@maine.wish.org. An online or printed portfolio with creative writing and/or graphic design is preferred, but not required.