



JOB DESCRIPTION: Program Intern

Reports To: Director of Mission Delivery

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

Purpose of Internship: The intern will support the Program Services department with wish activities and projects and provide general assistance in the delivery of wishes to Maine children living with critical illness.

Duties & Responsibilities:

- Develop and distribute wish trip travel itineraries
- Coordinate with outside vendors for wishes; limo, hotel, etc.
- Support the mission delivery team in the execution of wishes
- Assist in research for wishes; Airbnb, International destinations, expeditions etc.
- Prepare and mail initial wish meeting packages and wish granter paperwork
- Track items in the organization's database
- Facilitate post-wish surveys and compile results
- Upload and organize pictures for wish granter and corporate partner recognition pieces
- Prepare and send out closing wish paperwork to families when the wish is completed
- Complete a 5-10-minute presentation at the end of internship recapping experience

Desired Qualifications:

- Excellent written and oral communication skills
- Ease and comfort dealing with individuals over the phone and in person
- Good organizational skills
- Detail oriented
- Ability to handle multiple tasks
- Experience with Microsoft Office preferred (Outlook, Excel, Word and PowerPoint)
- 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 in the Scarborough, Maine office
- Commitment of entire semester (spring, summer or fall)
- This is an unpaid internship
- 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 cover letter and resume to spurinton@maine.wish.org.