

## Internship Position Description

**Job Title:** Volunteer Department Internship

**Reports To:** Amy Morris, Program Manager, Volunteer Outreach and Engagement

Make-A-Wish Alaska and Washington is focused on fostering a culture that reflects our core tenets of diversity and inclusion, and that consistently progresses our equity goals. Through a generous grant from the MJ Murdock Charitable Trust to expand our volunteer programming to build a larger and more representative volunteer base, we are offering our first paid Volunteer Outreach & Engagement Intern. This role will support the Manager for Volunteer Outreach and Engagement and the entire Volunteer Program in service to our volunteers.

### RESPONSIBILITIES:

Assist the Volunteer Department with various aspects of engagement, recruitment, and managing volunteers, including:

- Help identify professional and community groups for potential volunteer recruitment, speaking and fundraising opportunities in geographically, culturally, and linguistically diverse communities.
- Assist in coordinating speaking opportunities for volunteer recruitment.
- Assist as needed with volunteer training development.
- Work with the volunteer department to plan and implement volunteer engagement activities.
- Manage and operate the volunteer birthday recognition program.
- Assist in processing volunteer applications and entering new volunteers into our database.
- Support the delivery of Ribbons & Bows (R&B) in-kind giving program. Solicit and steward donors, research and write wish child profiles, as well as manage the logistics of day-to-day operations.
- Attend weekly wish department and volunteer department meetings.
- Attend the wish-granting and supplemental trainings and help deliver a minimum of 1 wish.

### DESIRED QUALIFICATIONS:

- Excellent writing, communication, and organizational skills.
- Handle confidential information with discretion.
- Self-driven with the ability to balance various projects, work independently, and meet stated deadlines.
- Enthusiastic, detail-oriented, creative, reliable, and proactive team player who enjoys working in a collaborative and fun work environment.
- Strong computer skills with knowledge of database systems and Microsoft Office (Word, Excel, PowerPoint).
- Experience working in a database, such as Salesforce, is preferred.
- Bilingual, Spanish-English, is preferred.

### TIME COMMITMENT:

- Available for 15-20 hours per week for a minimum of 3 months. Make-A-Wish working hours are 8-5 pm M-F.
- Internship is based out of our Spokane or Seattle office and will be conducted hybrid, both in person and virtual. Days and times are flexible.

### COMPENSATION:

- \$18.69/hour up to 20 hours/week

To apply, email resume and cover letter to [amorris@akwa.wish.org](mailto:amorris@akwa.wish.org)