



## **GRAPHIC DESIGN INTERNSHIP**

### **Spring/Summer/Fall 2024**

#### **DEPARTMENT**

Marketing/Communications – Reports to Design Manager and Senior Director of Marketing & Communications

#### **POSITION DESCRIPTION**

This internship will use graphic and written creative skills to assist the communications efforts of Make-A-Wish Wisconsin in various media.

#### **GOALS**

- Real-life experience in the graphic design field
- Create a marketing/communication piece from concept through production to include in a portfolio
- Develop a broad understanding of work in the non-profit arena
- Understand and experience the power of a wish.

#### **KEY RESPONSIBILITIES**

- Make-A-Wish® Interns are required to fulfill the Make-A-Wish University School of On-boarding Volunteer Series. Make-A-Wish will provide direction for accomplishing these online sessions.
- Creating invitations, brochures, greeting cards, or other design projects as needed
- Creating graphics for use on Chapter Website/social media
- Scanning/retouching photographs & organizing for use in various media
- Assisting with photo and video opportunities as needed
- Other projects within the realm of graphic design

#### **DESIRED QUALIFICATIONS**

- Must be a currently-enrolled student seeking a design-related college degree
- **Working knowledge of Adobe Photoshop, Illustrator & InDesign software required**
- Excellent written, verbal and visual communication skills required
- Strong organizational, interpersonal and time management skills
- Ability to manage multiple projects and meet deadlines

#### **TIME REQUIREMENTS**

- Student must be able to work within a consistent schedule during normal office hours 12-15 hours per week and a minimum of 10 weeks.
- The number of hours per week will vary due to the amount of responsibility assumed, events, etc. Attendance at evening or weekend events may be necessary.

#### **COMPENSATION**

- This is a volunteer position. To enable the receipt of college credits, Make-A-Wish Wisconsin will work with you to meet your school's requirements.
- A \$500 stipend based on a minimum of 100 hours will be paid upon the satisfactory completion of the internship. Hours to be determined between student and supervisors.
- Any incurred work-related expenses will be reimbursed.

## APPLICATION PROCESS

Interested applicants should send a cover letter, résumé, portfolio or link to online portfolio and references via e-mail or mail to:

Erik Endres  
Intern Search  
Make-A-Wish® Wisconsin  
11020 W Plank Ct, Suite 200  
Wauwatosa, WI 53226  
[eendres@wisconsin.wish.org](mailto:eendres@wisconsin.wish.org)

No phone calls please.

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

## THE MAKE-A-WISH® Mission Statement

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

Born in 1980 when a group of caring individuals helped a young boy fulfill his dream of becoming a police officer, Make-A-Wish is now the largest wish-granting charity in the world, with 58 chapters in the U.S. and its territories, and 40 international affiliates grant wishes for children in more than 50 countries on 6 continents. With the help of generous donors and more than 24,000 volunteers, Every day, more than 35 wishes are granted throughout the U.S. and its territories, and Make-A-Wish has granted more than 360,000 wishes in the U.S. since its inception.

Since the Wisconsin chapter was founded in 1984, nearly 8,000 families statewide can attest to the power of a wish. Make-A-Wish Wisconsin granted 382 wishes in fiscal year 2023. Currently, more than 500 Wisconsin children are in the process of having their special wishes granted. For more information about Make-A-Wish Wisconsin or to learn how you can make a difference, please visit [www.wish.org/wisconsin](http://www.wish.org/wisconsin).

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Intern Signature

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Date