Wish Intern 2023

**Time Commitment:**Weekly commitment, minimum 4-6 hours per week

**Ideal Majors:**Social Work, Communications, Non-Profit Management

**Supervisor:** Program Manager

**Description**: Start date will be as soon as possible in March and run through May 2023. A Wish Intern works with the Program Manager on the planning and implementation of the wish granting process to grant the one, true wish of a child with a life-challenging medical condition. This process will include, editing Wish template Itineraries, seeking In-kind donations, phone calls to Wish families to follow up on their Wish experience, mailing/shipping various communications to Wish families, and volunteers, faxing and following up on pending wish type medical approval, assisting with Wish parties for unique wish types, and any additional wish-related projects as assigned. Data entry in Salesforce.

**Requirements:** The ideal intern should be an energetic individual with good communication skills and strong attention to detail. This is a fast-paced environment where the ability multi-task is essential. Intern should have flexibility working with diverse groups – wish families, volunteers, staff, and vendors. Must be able to pass a criminal background check. Finally, knowledge of Word, Excel, and Internet is helpful.

**Expected Assignments:**Daily tasks would include contacting families, volunteers, medical staff and vendors as needed, faxing and mailing documentation, data entry, donation requests and performing other additional duties as assigned.

The position is hydrid, with the intern ideally in-person at our St. Paul office one day per week with opportunity for remote some hours as needed. The internship is unpaid.

Apply: Send resume and cover letter to Angela King-Jones at akingjones@mn.wish.org