

Make-A-Wish Central & South Texas **Paid Internship Positions and Job Descriptions**

Job Type

Temporary, Part-Time, Non-Exempt

Duration and Time Commitment

Yearly, September – August (44 weeks with major holidays observed, 1 week off for Thanksgiving and Spring Break respectively, 4 weeks off for Winter Break)

Hours and Pay

12 hours/week, \$14/hour

Fluent Spanish-speaking candidates may receive additional compensation.

Workplace Location:

Make-A-Wish Central & South Texas has offices in Austin and San Antonio that are open for use by all staff and interns. Our interns have the flexibility to work remotely/from home but will be expected to work in-office at least one day a week. All internships require the individual to be residing in Austin or San Antonio throughout the duration of the internship period for in-person activities, such as wish reveals and fundraising events.

Internship Overview

Make-A-Wish Central & South Texas internships are intended for college students and/or recent graduates seeking to gain hands-on work experience in the nonprofit industry. Our internships span the course of one fiscal year to provide an intern an in-depth perspective of how a nonprofit functions and fulfills its mission throughout all seasons of the year, and many times allowing an intern to start and end a major project in its entirety (i.e. special events, specific wishes, etc.). Our internship can fulfill academic course credits through most colleges and universities that allow students to have paid internships and will not impact expected internship duration. Responsibilities of the internship are outlined in the department-specific job descriptions on page three of this document.

Application Requirements

- Must apply via Paylocity online listing: [Make-A-Wish Foundation - Job Opportunities \(paylocity.com\)](https://www.paylocity.com/jobs/Make-A-Wish-Foundation-Job-Opportunities)
- One letter of recommendation from a professional or academic reference is required to complete your application. The recommender can email the letter to internship@cstx.wish.org.
- For Communications & Marketing Intern only: Must include a PR/media writing sample (no academic papers) or social media copy samples under "Additional Files" section on first page of application. A graphic design portfolio and/or document with links to online portfolio or videography samples are welcomed but not required.
- Incomplete applications (missing letter of recommendation, required experience samples, etc.) will not be considered for review.
- All applicants must successfully pass our pre-screening criminal background check prior to beginning their internship

Application Deadline

Internship applications are due the last Friday in April by 5 PM every year.

Due to the large volume of applications we receive, please note you will not hear from our team until **after the application deadline.**

About Make-A-Wish

Make-A-Wish creates life-changing wishes for children with critical illnesses. We seek to bring the power of wishing to every eligible child because each step of the wish journey can help children build the physical and emotional strength they need to fight their illness. Headquartered in Phoenix, Arizona, Make-A-Wish is the world's leading children's wish-granting organization, serving children in every community in the United States and in nearly 50 countries worldwide. Together, generous donors, supporters, staff and more than 30,000 volunteers across the U.S. unite to deliver hope to wish kids and their families when they need it most. Since 1980, Make-A-Wish has granted more than 500,000 wishes worldwide; more than 340,000 wishes in the U.S. and its territories alone. The Central & South Texas chapter was founded in 1985 and has since granted more than 5,000 wishes in its 40-county territory. To learn more, please visit www.wish.org/cstx.

Job Description: Mission Intern

Related Fields: Communications, Hospitality, Customer Service, Event Planning, Nonprofit Administration

- Assist with wish planning and enhancements, including vendor research, creating wish day posters and collateral, planning wish reveals, requesting medical approval forms, etc.
- Solicit discounts/donations from local vendors
- Manage constituent information and assist with data entry in Salesforce database
- Create thank you notes for in-kind vendors and volunteers
- Interact with Wish Families virtually and/or in-person for wish interviews, wish send-off/reveal parties, etc. when applicable
- Support Wish Journey program planning and preparation (i.e. mail-outs, shipments, supply re-stocking, etc.)
- Assist Development team with department needs when applicable

Job Description: Communications & Marketing Intern

Related Fields: Advertising, Communications, English, Graphic Design, Journalism, Marketing, Media, Photography, Public Relations, Videography

- Increase awareness of Make-A-Wish® in the central & south Texas community
- Interview wish families to write impactful wish stories for newsletters, website, press releases, donor collateral, wish in-kind asks, and other marketing materials
- Create content for social media (Facebook, Instagram, LinkedIn)
- Design event collateral, including t-shirts, programs, marketing materials, etc.
- Photograph wish reveals and other in-person events, as needed
- Support and edit video projects (familiarity with Adobe Premiere is a plus)
- Develop and send donor stewardship and cultivation materials
- Assist with planning of internal and external events as needed (soliciting auction items, post-event thank yous, support management of event volunteers, work events and represent organization, etc.)
- Assist Mission team with department needs when applicable
- Knowledge of Adobe Suite and Canva is required

Qualifications

- Bilingual/Spanish First Language is a plus.
- Must have reliable mode of transportation to travel across chapter territory as needed.
- Ability to learn quickly, work independently, problem solve, and manage multiple projects in a fast-paced environment.
- Must be detail oriented.
- Strong written and verbal communication skills.
- Must be comfortable making phone calls on behalf of the organization.
- Professionally represent the Make-A-Wish® brand with internal and external stakeholders.
- Displays professionalism and quality customer service and delivery skills.
- Ability to deal with sensitive information with a high level of trust and confidentiality.
- Experience or basic knowledge of most Microsoft computer programs, including Outlook, Microsoft Teams, Word, Excel, and PowerPoint.