

# Internship Opportunities:

Spring: Early Jan. – Early May

Summer: Mid-May - Early August

Fall: Mid-August – Early December



**Make-A-Wish® Georgia has several internships that offer on-the-job training as well as a chance to impact the lives of children with critical illnesses.**

Internships are designed for current undergraduates (rising sophomores to seniors) and graduate students. All available internship opportunities are unpaid positions. Housing is not provided, and reliable transportation is required for hybrid/in-person opportunities. School credit can be provided. Positions are subject to change from the roles listed below due to departmental needs each semester. Virtual and in-office opportunities may be available. **All internships have the opportunity to assist with a wish discovery visit or wish celebration!**

To apply for an internship, potential candidates should send a resume and cover letter to [internships@georgia.wish.org](mailto:internships@georgia.wish.org). Please also note, that some internship positions require a writing or work sample; see descriptions:

## **WISH TEAM INTERNS (4) – Mission Delivery Team**

**Supervisors: Mary Kate Snider, Mallory Stensland, Lucy Pease & Leah Watts**

**Location: Atlanta, GA (Hybrid –required in-office days)**

**Full-time or part-time internship (30-40hrs/week or 20-25hrs/week)**

The Wish Team Interns assist the Mission Delivery team by working with wish families in various stages of the wish journey. You will work alongside our wish-granting team to complete hands-on tasks that directly impact the wish-granting process. Ideal candidates possess excellent written and verbal communication skills, organization, a passion for our mission and working with children, and a “go-getter” attitude!

Positions may include the following opportunities:

- Connect with Wish Families via email, phone, or video calls to discuss the wish process, follow up on missing paperwork or information, and update families on wish details
- Assist with Wish Discovery Visits and Wish Presentations
- Update wish database, scan paperwork, and complete wish file closeout
- Create sneak peek letters, itineraries, and “Wish Boxes” personalized to the wish child and type of wish

Ideal for applicants pursuing a degree in Family and Child Development, Human Development, Psychology, or a related field. All majors are welcome. Bilingual (Spanish-speaking) is encouraged, but not required.

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### **WISH INTAKE INTERN – Program Team – Monica Perez**

**Location:** Remote with in-office opportunities

**Part-time or Full-time Internship**

The Wish Intake Coordinator Intern supports the Bilingual Wish Intake Coordinator by cultivating and managing relationships with wish families. This role will reach out directly to wish families via phone and email for updates, paperwork, and follow-up on any necessary information to move the wish forward in the wish journey. Interns will also have the opportunity to talk to wish kids about their wish and once trained, conduct Wish Discovery Visits virtually and in person with wish kids and their families. Interns will update Salesforce with any new or necessary contact or wish-related information.

Ideal for applicants looking to grow in communication, organization, and time management skills and excited to interact directly with wish families! All majors are welcome. Bilingual (Spanish-speaking) is a plus!

### **COMMUNITY EVENTS INTERN – Fundraising Team – Sarah Borel**

**Location:** Atlanta, GA (Hybrid –required in-office & remote days)

**Part-time internship**

The Community Events Intern aids in the development, support, and oversight of third-party fundraising events that benefit Make-A-Wish Georgia.

#### **Responsibilities Include:**

- Collaborate with local schools and universities to increase youth participation in our mission, through programs like Kids for Wish Kids and Wishmakers on Campus
- Shadow the Community Events Coordinator at community events and school presentations
- Collaborates with Community Events Coordinator to launch National campaigns, such as Hot Chocolate 5K/15K
- Communicate over the phone with potential vendors, donors, and school representatives. Ideal for candidates pursuing a degree in Business, Public Relations, Non-Profit Administration, or other related fields. All majors are welcome.

#### **Desired Qualifications:**

- Excellent project management, customer service, and communication
- Ability to work quickly and independently
- Familiarity with Microsoft Office suite, including Outlook and Excel.

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Ideal for candidates pursuing a degree in Non-Profit Management, Business Administration, Public Relations, Communications, or a related field. All majors are welcome to apply!

## **SPECIAL EVENTS INTERN - Fundraising Team – Rachel Hoch**

**Location:** Atlanta, GA (Hybrid –required in-office & remote days)

**Part-time or Full-time internship**

The Special Events Intern is responsible for supporting fundraising staff in all aspects of revenue generation from fundraising events to cultivating individual and major donors.

A Few Responsibilities include:

- Assist with the coordination of day-of vendors for signature events such as Wish Ball, Trailblaze, Over-the Edge, and Walk for Wishes
- Assist with design, copywriting, and production of donor materials and ongoing correspondence
- Conduct prospect research and analysis to support solicitation strategies
- Assist with the organization and tracking of donor and sponsor information
- Assist with in-kind solicitation (donations) for auction items

### **Desired Qualifications:**

- Excellent project management, customer service, and communication
- Ability to work quickly and independently
- Familiarity with Microsoft Office suite, including Outlook and Excel.

Ideal for candidates pursuing a degree in Non-Profit Management, Business Administration, Public Relations, Communications, or a related field. All majors are welcome to apply!

## **SOCIAL MEDIA & DIGITAL MARKETING INTERN - Marketing Team (1-2)**

**Supervisor:** Julia Galloway

**Location:** Hybrid

**Part-time (20-25 hours/week ideally)**

The Social Media and Digital Marketing Intern will assist in creating and developing content and social management for our chapter sites. This internship will teach students how to showcase and create a portfolio with the content they create for our organization. The opportunity to complete a marketing certification course will also be offered to all interns.

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## A Few Responsibilities May Include:

- Assist with developing content, including text, images, and videos, to showcase wish stories, events, and fundraising initiatives.
- Assist in creating and maintaining a social media calendar to schedule posts and campaigns strategically. Experience with Hootsuite is a plus!
- Track key social media metrics, analyze performance data and evaluate the success of campaigns and strategies.
- Support marketing campaigns and fundraising initiatives by leveraging social media channels effectively.
- Collaborate with the Marketing and Communications team and other departments to ensure cohesive branding and messaging across all platforms
- Stay up to date with the latest social media trends, tools, and best practices to continuously improve our social media strategy. **Please submit one writing sample and a creative graphic design sample.**

Ideal for applicants pursuing a degree in Graphic Design, Journalism, Communications, or Marketing, but all are welcome to apply! Working knowledge of Adobe Creative Suite, Hootsuite, and Canva experience is highly desirable.

## **SOUTHEAST DEVELOPMENT INTERN - Fundraising Team – Meghan Lowe**

**Location: Savannah, GA (Remote with in-person event and wish opportunities)**

**Part-time or Full-time internship**

The Southeast Development Intern is responsible for assisting the Southeast Development Director in Savannah with fundraising efforts in all aspects of revenue generation in Chatham, Effingham, and Bryan counties. A Few Responsibilities May Include:

- Assist with the creation and design of stewardship pieces and e-mail communication to donors
- Assists with the creation of Social Media posts for the Savannah Region
- Contact wish families and write wish stories of local wish kids after their wish
- Help maintain database records and input data into Salesforce

Candidates must be comfortable with communicating over the phone. The intern will gain an understanding of how we partner with corporations and community organizations, learn to research, and develop new fundraising opportunities, and see how a nonprofit organization like ours manages stewardship and cultivation initiatives in our communities. The intern will also complete one community fundraiser that can be included on their resume.

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Ideal for applicants pursuing a degree in Business Administration, Nonprofit Management, Communications, PR, Marketing, or a related field. All majors are welcome to apply! Intern must have reliable transportation and the ability to meet the Director in Savannah on occasion.

## **CORPORATE DEVELOPMENT INTERN - Fundraising Team – Jami Johnson**

**Location:** Atlanta, GA (Hybrid - ability to work in-office when needed)

### **Part-time internship**

The Corporate Development Intern supports the Make-A-Wish Georgia Development team by conducting research, creating company profiles, and developing presentations to support corporate fundraising strategies. The intern will be trained on the organization and its supporting systems and must commit to maintaining the highest levels of professionalism, confidentiality, and personal integrity. The intern will be asked to assist coordinators and managers with organizing, maintaining, and tracking select corporate campaigns, events, mailings, writing projects, and Salesforce database records. The intern will gain an understanding of how we partner with corporations and community organizations, learn to research and develop new fundraising opportunities, and see how a nonprofit organization like ours manages stewardship and cultivation initiatives in our communities.

Successful interns love to research, write summaries of analytical learnings, and tend to be detail-oriented and organized. They will also exhibit strong written and verbal communication skills and be genuinely curious about things. They must commit to maintaining the highest levels of professionalism, confidentiality, and personal integrity. Ideal applicants are pursuing a degree in Nonprofit Management, Business, Marketing, Communications, or a related field, but all are welcome to apply! Writing samples may be requested.

## **GRANT WRITING INTERN - Fundraising Team – Jami Johnson**

**Location:** Atlanta, GA (Remote with in-office opportunities)

### **Part-time internship**

Assist the Development team with the planning and execution of Make-A-Wish Georgia grants, stewardship programs, individual giving, and corporate alliances. A few responsibilities include:

- Create and design newsletters to mail to donors
- Research local and national grant opportunities
- Collaborate with wish families, volunteers, and/or sponsors to write wish stories
- Conduct wish data research
- Draft and prep grants for submission
- Assist the development team in stewarding donors
- Pull reports and input data into Salesforce

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- Assist coordinators and managers in developing stewardship and cultivation initiatives
- Create collateral (via Canva, ThankView, Shutterfly, Publisher, and video apps)

Successful interns love to write and edit, tend to be detail-oriented and organized, and can manage and deliver project tasks and reporting in a timely manner. They will also exhibit strong written and verbal communication skills and must commit to maintaining the highest levels of professionalism, confidentiality, and personal integrity. Ideal applicants are pursuing a degree in English, Creative Writing, Journalism, Nonprofit Management, Marketing, Communications, Business, or a related field, but all are welcome to apply! **Two writing samples are required.**

## **INDIVIDUAL GIVING INTERN - Fundraising Team – Jaylie Stratton**

**Location: Atlanta, GA (Hybrid –required in-office & remote days)**

**Part-time internship (15-20hrs/week)**

Assist the Development team with the planning and execution of Make-A-Wish Georgia stewardship programs, individual donors and year end campaign initiatives. A few responsibilities include:

- Create and design newsletters to mail to donors
- Research donors
- Assist the development team in stewarding donors
- Pull reports and input data into Salesforce
- Assist in developing stewardship and cultivation initiatives
- Create collateral (via Canva, Shutterfly, Publisher, and video apps)
- Assist with year end appeal mailer

### **Desired Qualifications:**

- Excellent project management, customer service, and communication
- Ability to work quickly and independently
- Attentive to details
- Familiarity with Microsoft Office suite, including Outlook and Excel.

### **About Make-A-Wish® Georgia:**

Make-A-Wish is an equal employment opportunity (EEO) employer and does not discriminate based on age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Make-A-Wish Georgia will provide reasonable accommodations for qualified individuals with disabilities.