



Intern (2024-'25 Academic Year)

Sioux Falls, SD; Hybrid Remote and In-person; Remote within South Dakota or Montana • Temporary • Paid

At Make-A-Wish® America, we are more than a great place to work – our work is life-changing. Together, we create life-changing wishes for children with critical illnesses. From our humble beginnings with one boy's wish to be a police officer, we have evolved to be one of the world's leading children's charities, serving children in every community in the United States and its territories. With the help of generous donors and more than 20,000 volunteers, Make-A-Wish grants more than 40 wishes each day throughout the U.S. and its territories.

Our chapter, Make-A-Wish South Dakota & Montana, is headquartered in Sioux Falls, SD with regional staff in Missoula, Great Falls and Sidney, MT and Watertown, SD.

THE TEAM

With a dedicated and collaborative staff, interns who are mission-driven and motivated enjoy playing a role in the significant impact of Make-A-Wish South Dakota & Montana. The chapter has a stellar reputation in the communities they serve and carries out its impactful work with a dedicated staff of ten. Our organization seeks to grant the wish of every eligible child. Our chapter's programs are delivered by over 220 volunteers across the two states, and it is governed by a volunteer board of 16.

THE ROLE

The intern is a key contributor to our mission of creating life-changing wishes for children with critical illnesses by assisting chapter staff with communications, marketing, wish granting, volunteer management, development, event planning, operations and general office support. An intern may work with a variety of chapter staff members on varying projects depending on the needs of the chapter at any given point in time. The intern will gain a well-rounded experience of working at a small non-profit.

WHERE YOU COME IN

As an intern at Make-A-Wish South Dakota & Montana you may support staff in the following areas:

- Assist with aspects of the wish granting process, including possible interaction with wish families.
- Contribute to volunteer management through recruitment, engagement and recognition efforts.
- Support preparations for events that benefit the chapter.
- Enter and update volunteer and historic wish data including medical information, family contact data and wish information.
- Create content including, but not limited to, wish kid stories, volunteer profiles, donor testimonials, general fact updates, graphics and photos.
- Provide administrative support.
- Participate in the creation and planning of posts on social media channels including Facebook, Instagram, and LinkedIn.
- Update and generate content for our volunteer website.
- Assist in cultivating and managing volunteer and donor relationships.
- Complete needed research to support growth in wish granting and volunteer engagement efforts, including individually driven assessments and idea pitches.
- Aid with grant writing.
- Other duties may be assigned as deemed appropriate.

WHAT YOU'LL NEED

- College student or recent graduate.
- Interest in the Make-A-Wish mission and/or non-profit work.
- Flexible start and end dates, availability to begin in September 2024 and work through May 2025.
- Interns are asked to commit to working a minimum of 5-10 hours a week, up to 15-20 hours, during normal business hours 8:00 am-4:30 pm central time, Monday-Friday. Days and hours are flexible. Offsite work and/or evening hours may be permitted depending on the project.
- Pass a criminal background check and sign a Conflict of Interest & Ethics Assurance Statement upon hire.
- Complete appropriate training as deemed appropriate by chapter staff.
- Provide and receive ongoing performance evaluation feedback from chapter staff.
- Prepare an End of Year Presentation to present to direct supervisor, senior leadership team and chapter staff.
- Submit an internship evaluation survey prior to conclusion of term.
- Strong verbal and written communication skills.
- Professional attitude and dress.
- Familiarity with Microsoft programs, such as Word and Excel.
- Organized and detail oriented.
- Excellent people skills with the ability to work with people from diverse backgrounds.
- Ability to maintain confidentiality.
- Willing to work evening and weekend hours as needed. These dates/time will be communicated to the intern in advance.

WHAT WE OFFER

- The internship will be a paid internship.
- Mileage reimbursement at IRS rate.
- Opportunity to gain project management, communication and relationship building skills.
- Experience professional development opportunities including, but not limited to, one-on-one meetings with all staff and networking opportunities.
- Interns have the ability to receive college credit if desired. Make-A-Wish will agree to complete all forms generated for the intern from respective college or university.
- Flexible scheduling, including unpaid time off during school breaks if requested.

JOIN OUR TEAM OF INSPIRED PEOPLE TRANSFORMING LIVES

We are more than a great place to work - our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts, and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

For immediate consideration, please email, mail or fax a cover letter and resume to:

Cristina Anderson

Volunteer Engagement Manager

Make-A-Wish South Dakota & Montana

1400 West 17th Street, Sioux Falls, SD 57104

canderson@sdmw.wish.org

Fax: 605.335.8002

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability and other legally protected characteristics.