

External Events Internship - Will support the *Kids for Wish Kids* program—a student-led fundraising initiative that empowers youth to raise funds and awareness for Make-A-Wish North Texas. Under the supervision of the Community and Corporate Director and Peer-to-Peer Manager, the intern will assist with outreach, engagement, and admin coordination to grow school participation across local ISDs.

This hands-on role is ideal for students studying nonprofit management, communications, marketing, or education. ***Interns must be based in the DFW area and available for at least 15 hours per week.***

Key Responsibilities:

Research & Outreach

- Identify contacts at local schools (e.g., principals, faculty advisors)
- Research school backgrounds and philanthropic involvement
- Build contact lists and outreach strategies
- Schedule and prepare for meetings with school staff
- Draft meeting briefs and outreach materials
- Send thank-you emails and one-pagers
- Track school responses and engagement

Program Support

- Maintain organized records and assist with data entry
- Support other event or program-related tasks

Skills & Qualifications:

- Strong written/verbal communication
- Organized, detail-oriented, and self-motivated
- Planning, research, and problem-solving skills
- Comfortable with email outreach and teamwork
- Interest in events, fundraising, or education