

Wish Granting Internship - Will support the Program Team in bringing life-changing wishes to reality by assisting with the planning and coordination of wishes for children with critical illnesses. Based in the El Paso office, the intern will serve as a vital point of contact for wish families—particularly Spanish-speaking families—helping with paperwork, gathering documents, managing communication, and supporting event invitations and itineraries. This role offers hands-on experience in project management, family engagement, and nonprofit operations.

Interns must be bilingual in Spanish and English, able to work at least 15 hours per week, and commit to both the summer and fall semesters.

Key Responsibilities:

- Serve as an initial point of contact for wish families, especially bilingual households
- Assist in planning wishes and collecting necessary documentation
- Manage the “loss of contact” process for Spanish-speaking families
- Help prepare itineraries and coordinate family invitations to events
- Support the Program Team with day-to-day administrative and wish-related tasks
- Answer phones and provide outstanding customer service

Skills & Qualifications:

- Bilingual – fluent in Spanish and English (spoken and written)
- Strong communication and interpersonal skills
- Organized, reliable, and detail-oriented
- Self-directed with solid time management
- Comfortable with planning, problem-solving, and multitasking
- Passion for working with families and contributing to a mission-driven organization