



Paid Internship Job Description

Reports to: Respective Department Lead

Part-time temporary position

The Make-A-Wish San Diego internship program provides individuals with valuable career-building skills, firsthand knowledge of how a nonprofit organization operates, and the rewarding experience of granting wishes for kids with critical illnesses in our community.

Overview

Internships are offered year-round; positions are up to 1 year at 20 hours per week and a rate of \$17.25 per hour. Our team works on a hybrid schedule- in the office on Monday, Wednesday, Thursday, and remote on Tuesday and Friday. Interns will work on a variety of projects and tasks to support staff members throughout the organization. Current available positions include:

Wish Granting Intern

- Reports to Chief Program Officer
- Provides general support for the wish planning process
- Sends and follows up on wish-related paperwork
- Assists with data entry and general projects related to wish granting
- Communicates with wish families and volunteers, as needed

Fundraising & Development Intern

- Reports to Chief Development Officer
- Provides general support for all fundraising efforts, including community events
- Assists with research and info gathering, communications to potential donors, and general projects, as assigned

Operations Intern

- Reports to Volunteer Manager
- Provides general support in all areas of operations including Volunteer Services, finance, and office operations
- Assists with data entry, volunteer communications, graphic design, and general administrative support
- Welcomes office visitors, supports facilities and general operations

Desired Skills

- Reliable, flexible, and detail oriented
- Strong written and verbal communication skills
- Comfortable with outreach to new individuals, including phone calls and emails
- Passion for community service
- Proficiency with Microsoft Office applications preferred
- Bilingual – Spanish/English a plus

Position Requirements

- 18 years or older
- Submit to a background check
- Strong written and verbal communication skills
- Collaborative and able to work effectively with a team
- Professional demeanor with the ability to protect confidentiality
- College credit may be available depending on the requirements of each educational institution.

To apply: Please send resume and cover letter by 8/8/2025 to Danielle Lopez at dlopez@sandiego.wish.org

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