



## Internship Program – Fall 2025

Below are the detailed descriptions, required qualifications/skills, and office location for our Fall 2025 internship program.

- These are 12 weeklong, 16 hours/week across 2 days.
- Hybrid and remote options depending on the role as noted in the description.
- A stipend will be offered at the end of the internship experience.
- For students seeking academic credit for this position, we will work with you to ensure that your time commitment and content of your role fulfills your school's requirements for credit.
- Because these are hybrid internships, candidates must have access to a personal (not public) computer, phone, and a reliable internet connection.

**Application Process:** Prospective candidates should submit a resume and cover letter as soon as possible to Amy Killeen, Special Projects Manager, [akilleen@massri.wish.org](mailto:akilleen@massri.wish.org).

### 1. Development Internship (External Events)

The Development team at Make-A-Wish® Massachusetts and Rhode Island seeks a motivated volunteer intern who is interested in fundraising, community outreach, and events to help with development-based initiatives and to grow our Make-A-Wish community-at-large. This is a 12 weeklong, 16 hours/week. This is ideally a **REMOTE internship two days/week**.

Working under the supervision of our Community and Corporate Partnerships team, the volunteer intern will assist in functions such as prospecting, community outreach, email and phone solicitations, email marketing, tracking data, manage online giving platforms, donor and campaign mailings, and acknowledgements. Some areas of focus are Kids For Wish Kids® program, Heroes for Hope, World Wish Day, and cause-related marketing promotions. In addition to community-focused functions, the intern may be tasked with various projects within our internal events (Swish Night, Gala, Wine & Wishes, and Golf Tournaments).

The intern will develop communication and storytelling skills, how to effectively build relationships with new donors and existing community of supporters, critical and creative thinking skills, utilizing database skills for research and prospecting purposes, and project management skills.

**Required Qualifications:** Experience with one or more of the following: Fundraising / Events / Non-Profit; strong interpersonal and presentation skills, creative-thinking, research capabilities with the ability to collect, organize, and present on potential new donors/community supporters, active listening skills, and written communication; fundraising, events, communications/marketing or related major preferred. Access to a car is preferred.

## 2. Development Internship (Internal Events)

The Development team at Make-A-Wish® Massachusetts and Rhode Island seeks a motivated volunteer intern who is interested in fundraising, community outreach, and events to help with development-based initiatives and to grow our Make-A-Wish community-at-large. This is a [HYBRID internship](#) - one day/week (not Mondays) in the Boston or Providence office and one day/week remote.

Working under the supervision of our Development team, the volunteer intern will assist in functions such as prospecting, community outreach, email and phone solicitations, email marketing, tracking data, manage online giving platforms, donor and campaign mailings, and acknowledgements. The intern will be tasked with various projects within our internal events including Evening of Wishes and Golf Tournaments.

The intern will develop communication and storytelling skills, how to effectively build relationships with new donors and existing community of supporters, critical and creative thinking skills, utilizing database skills for research and prospecting purposes, and project management skills.

**Required Qualifications:** Experience with one or more of the following: fundraising / events / non-profit; strong interpersonal and presentation skills, creative-thinking, research capabilities with the ability to collect, organize, and present on potential new donors/community supporters, active listening and follow-up skills, and written communication; detail-oriented and reliable; ability to collaborate including taking direction and receiving feedback; Microsoft Office/Outlook.

**Preferred Qualifications:** Canva and Salesforce experience.

## 3. Marketing and Communications Internship

The Marketing and Communications team at Make-A-Wish® Massachusetts and Rhode Island seeks a motivated, tech-savvy communications volunteer intern who is creative, has excellent writing skills, learns quickly, and works with a high attention to detail. This is a [HYBRID internship](#) - one day/week in our Boston office and one day/week may be remote.

We are seeking a volunteer intern to support projects including writing and editing wish stories for use in our e-newsletter, website, and print collateral; developing and editing social media and website copy; organizing and maintaining our electronic library of wish photo files; assisting with research to inform our print and online communications strategies; and supporting our overall marketing and PR work.

This individual will gain skills in writing and editing for print and online communications; planning, executing, and evaluating social media content and strategies; event marketing support; and more. You will be part of a small, supportive team and gain experience handling multiple priorities and deadlines in a virtual environment.

**Required Qualifications:** Successful candidate must be able to take direction and feedback well, work independently, and have strong attention to detail; excellent writing and communication skills are required; experience working with brand guidelines is helpful; software skills should include basic to advanced knowledge of social media platforms and Microsoft Office suite; graphic design knowledge or experience is preferred; knowledge of website content management systems, Adobe Creative Suite, and Canva is helpful, but not required.

#### 4. Mission Delivery Internship (Wish Program)

The Mission Delivery team at Make-A-Wish Massachusetts and Rhode Island has an opening for a volunteer intern to support the wish granting process. The intern will be detail oriented and have strong communication skills. Tasks include data entry such as entering budgets into a database, tracking travel details, and closing wish files. In addition, the intern may be asked to put together final wish packets (itineraries, wish guides, booking limos, etc.). Position reports to the Wish Program Manager and works closely with the wish granting team. This is a [HYBRID or REMOTE internship](#) - one day/week (preferably Thursday) can be in our Boston office if available to do so and one day/week may be remote.

**Required Qualifications:** Strong oral communication skills to effectively communicate with all personality types; thorough follow-up skills, detail-oriented and reliable; ability to collaborate including taking direction and receiving feedback; Microsoft Office/Outlook required

**Preferred Qualifications:** Spanish speaking; Salesforce experience.

#### 5. Mission Delivery Internship (Medical Outreach)

The Mission Delivery team at Make-A-Wish Massachusetts and Rhode Island has an opening for a volunteer intern to support the medical outreach and intake processes. Tasks include data entry, hospital-related research, preparing photo collages, processing intake information, documenting processes, and other related tasks and projects. Position reports to the Medical Outreach Director and works closely with the Assistant Manager, Mission Outreach. This is a [HYBRID or REMOTE internship](#) - one day/week (preferably Thursday) can be in our Boston or Providence office if available to do so and one day/week may be remote.

**Required Qualifications:** Strong oral communication skills to effectively communicate with all personality types; thorough follow-up skills, detail-oriented and reliable; ability to collaborate including taking direction and receiving feedback; Microsoft Office/Outlook required

**Preferred Qualifications:** Proficient in speaking, reading, and writing Spanish; Salesforce experience