

Wish Alumni Internship – Summer 2026

This internship will support the creation of the Wish Alumni Program through the development and review of the alumni database. This will allow Make-A-Wish Iowa to better identify and engage with our alumni long after the official end of their wish. The alumni program seeks to connect wish families together and provide opportunities to continue to be involved with and support Make-A-Wish Iowa through story sharing and unique experiences. In addition to the tasks associated with this project outlined below, Make-A-Wish Iowa intends to make this a valuable experience by offering exposure to an array of non-profit operations and management activities at Make-A-Wish Iowa, as well as other development growth opportunities tailored to the needs of the specific candidate.

Responsibilities

Wish Alumni Data Entry

- Cross-reference alumni legacy data in Excel with existing Salesforce records to ensure consistency and completeness.
- Manually enter and update alumni information in the database using verified legacy data.
- Review and validate all data entries to maintain a high level of accuracy.

Other Tasks (as time allows)

- Assist with alumni related tasks for the 40th anniversary
- Create wish itinerary, count down calendars and other wish materials
- Create new resources/materials for wish families to utilize for their wish
- Research wish requests (ex: unique wish types, vendor options, etc.)
- Fill the role of a Wish Granting volunteer on a wish (optional)

Requirements:

- Excellent organizational and time-management skills
- Self-starter with high attention to detail
- Maintain confidentiality of all information
- Knowledge of Microsoft Office Suite and Canva, preferred
- Ability to work effectively as a team member and independently
- Excellent written communication skills
- Ability to prioritize and multitask
- Knowledge of Spanish is a bonus

Applicants will be required to submit a background check if accepted for this internship (completed electronically). This internship is an unpaid position. Hours start at 10-20 hours per week and can be adjusted as scheduling and workload allows. Make-A-Wish will complete any necessary documentation to apply the internship towards academic credit, depending on class requirements. This is an in-person internship opportunity at our office in Urbandale, Iowa.

To apply for the wish alumni internship, please submit your resume to Brittany Burkland at bburklund@iowa.wish.org. Please specify the following in your email submission; available weekly hours, and if the internship would be for college credit.