



Medical Engagement Internship Opportunity

The mission of Make-A-Wish® is to create life-changing wishes for children with critical illnesses. This internship is a meaningful opportunity to share in the power of a child's wish coming true, while gaining relevant professional experience at one of the leading Make-A-Wish chapters in the country.

The Medical Engagement Intern plays a key role in helping wish children begin their journey with Make-A-Wish New Jersey. This internship provides valuable experience in family engagement, healthcare outreach, and non-profit operations. The intern will assist with reviewing and screening referral inquiries from families and medical professionals, ensuring referrals are prepared for evaluation by the Referral Outreach team. The intern will also collaborate with healthcare providers to obtain required intake documentation and medical eligibility forms, helping to facilitate a smooth and timely referral process for eligible children and their families.

The Medical Referral & Outreach intern is part of the Mission Delivery department. Interns will also interact with the Wish Granting and Volunteer team. The Mission Delivery department provides wish services to and for our wish children and their families, medical professional outreach, and volunteers.

BASIC TASKS INCLUDE, BUT ARE NOT LIMITED TO:

Medical Intake & Outreach

- Provide support to the team with daily medical engagement and outreach activities
- Assisting with screening referral and eligibility inquiries from families, healthcare providers and community partners.
- Maintain accurate records through data entry and updates related to wish children, families, and medical professionals
- Reviewing referral submission to ensure completeness and readiness for team evaluation
- Preparing outreach and educational materials for healthcare partners, events and professional communication
- Participate in special projects and provide additional administrative support as needed
- Other duties as assigned

General

- Support the retrieval and processing of Mission Delivery mail
- Conduct tours of the Samuel & Josephine Wishing Place, if needed
- Represent Make-A-Wish New Jersey at annual events as a liaison and support figure for wish families who are in attendance.
- Adhere to all Make-A-Wish® America performance standards and Make-A-Wish® New Jersey policies and procedures.

REQUIREMENTS:

- College-level student
- Possess superior interpersonal skills, with the ability to deliver exceptional customer service to a diverse group of constituents
- Excellent organization, communication (verbal and written), and administrative skills; knowledge of standard office protocols and behaviors
- Ability to successfully work in, motivate, and support a collaborative, team-oriented organization.

- Ability to manage multiple projects simultaneously and achieve objectives with a sense of urgency.
- Strong working knowledge of the Microsoft Office suite and Canva
- Self-Starter with attention to detail
- Maintain sensitivity and confidentiality of all information received, especially of families being served by the Foundation; personal integrity is essential. Flexibility with hours for night/weekend planned events.
- Must pass a background check if accepted for this internship.

Preferred Qualifications: Coursework in Medicine, Nursing, Psycho-Social Services, and/or CCLS

DETAILS:

- This position will be located at our office in Monroe, New Jersey.
- The internship will be a minimum of two days per week, up to 10 hours per week.
- This internship is an unpaid position.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please email a cover letter and resume to cwoods@nj.wish.org specifying this opportunity in the subject line, the semester you are interested in, and if college credit will be received. No phone calls, please.