

Mission Delivery Internship

Volunteer Services

Wauwatosa, WI



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. Our Mission Delivery interns support the Mission Delivery staff in all aspects of the wish granting experience.

GOALS

1. Learn a broad understanding of nonprofit operations and strategies in the wish granting process.
2. Gain experience in a professional office environment by practicing effective communication, time management, accountability, and organization skills.
3. Support volunteer engagement efforts by assisting with recognition initiatives.
4. Create a lasting connection between the Make-A-Wish® mission and future experiences.
5. Understand and experience the Power of a Wish.

VOLUNTEER SERVICES INTERN (Tasks include, but are not limited to):

- Support Volunteer Services Manager and Coordinator in ongoing projects and initiatives.
- Organize and prepare initial materials for wish families and volunteers to help move wishes forward, including packing and distributing wish gifts and paperwork.
- Assist with and/or create volunteer appreciation initiatives, including recognition gifts, mailings, and communications.
- Collaborate with Wish Coordinators and Mission Delivery staff to support the wish journey as needed.
- Participate in Make-A-Wish Wisconsin's Signature Events by assisting in volunteer roles.
- Complete general office tasks and data entry related to volunteer records and files

DESIRED QUALIFICATIONS

- Currently enrolled in a college or university, with at least sophomore standing, pursuing a degree in Human Services, Social Work, Psychology, Public Health, Business, or a related field. A two-semester commitment is preferred.
- Highly organized, detail-oriented, and able to manage multiple tasks and priorities effectively.
- Strong written and verbal communication skills.
- Professional, personable, and able to build rapport with diverse groups of people.
- Proficient in Microsoft Outlook, Word, and Excel; experience with Salesforce or other databases is preferred but not required.
- Previous volunteer experience is preferred.
- Reliable transportation to the Wauwatosa office is required.

TIME REQUIREMENTS

- Must be able to work within a consistent schedule during normal office hours, 10-15 hours per week.
- Attendance at evening or weekend meetings and/or events may be necessary.

COMPENSATION

- To enable the receipt of college credits, Make-A-Wish will work with you to meet your school's requirements.
- A \$750 stipend based on a minimum of 100 hours will be paid upon the satisfactory completion of the internship. Hours to be determined between student and Volunteer Manager.
- Any work-related expenses incurred will be reimbursed.

Together, we create life-changing wishes for children with critical illnesses. Since the Wisconsin chapter was founded in 1984, nearly 8,500 families statewide can attest to the power of a wish. Currently, more than 400 Wisconsin children are in the process of having their special wishes granted.

APPLICATION PROCESS

Interested applicants should send a cover letter, resume and references, indicating their preferred area (Mission Intern or Volunteer Intern) via e-mail, mail, or fax to:

Ali Schilz

Subject: Intern Search

Make-A-Wish Wisconsin

11020 West Plank Court Suite 200

Wauwatosa, WI 53226

aschilz@wisconsin.wish.org

No phone calls please.

The chosen candidate must submit to a background check and sign a conflict of interest and ethics statement.