Make-A-Wish®
MASSACHUSETTS AND RHODE ISLAND

Internship Program

We offer formal fall, spring, and summer internships for college students in our offices located in Boston and West Springfield, MA, and Providence, RI. Internships vary by season and may be available in areas including Marketing and Communications. Wish Community, Mission Delivery (Wish Program, Medical Outreach, Walk for Wishes, and Volunteer Program), Fundraising, Events, and Business Operations.

Framework:

- Internships are 12 weeks long, 16 hours/week across 2 days Monday-Friday between 9am-5pm.
- 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 fulfill 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, including availability Monday-Friday between 9am-5pm to Amy Killeen, akilleen@massri.wish.org.

- Fall Internship application review & hiring begins in: July
- Spring Internship application review & hiring begins in: October
- Summer Internship application review & hiring begins in: March

Below are sample role descriptions for our internship program.

1. Development Internship

   The Development interns work on fundraising, community outreach, and events to help with related initiatives and to grow our Make-A-Wish community-at-large. Positions are HYBRID (one day/week in the office and one day/week remote).

   Working under the supervision of our Community Partnerships and Events team, the volunteer interns will assist in functions such 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 interns will be tasked with various projects to support our internal events (Swish Night, Gala, Wine & Wishes, and Golf Tournaments).

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The interns 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: Access to a car; Canva and Salesforce experience

2. Marketing and Communications Internship

The Marketing and Communications intern is motivated, tech-savvy and creative, with excellent writing skills and the ability to learn quickly with high attention to detail. Position is HYBRID – ideally, one day/week in our Boston office and one day/week may be remote.

The intern will 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 other marketing and PR work.

The intern will gain skills in writing and editing for print and online communications; planning, executing, and evaluating social media content and strategies; event marketing 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: Ability to take direction and feedback well, work independently, and have strong attention to detail; excellent writing and communication skills are required; software skills should include basic to advanced knowledge of social media platforms and Microsoft Office suite.

Preferred Qualifications: Experience working with brand guidelines; graphic design experience; website content management systems, Adobe Creative Suite, and Canva experience

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3. Wish Community (Alumni Program) Internship

The Wish Community is the alumni program that provides community for our past wish recipients and families, and the program is part of the Marketing and Communications team.

The Wish Community intern will be detail oriented, have strong communication skills, and show passion for our mission. Tasks include data entry such as tracking engagement and storytelling, outreach to past wish families to welcome them into the Wish Community and providing overall support for the Wish Community program. Position reports to the Wish Community Senior Manager. This is a HYBRID internship - one day/week (Tuesday or Thursday) in our Providence, RI office 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.

Preferred Qualifications: Spanish speaking; Salesforce experience

4. Mission Delivery Internship (Wish Program)

The Mission Delivery intern supports 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 internship - one day/week (preferably Thursday - or - two half days, preferably including Thursday mornings) can be in our Boston office and one day/week may be remote (preferably including Friday mornings).

Required Qualifications: Passion for our mission; 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.

Preferred Qualifications: Spanish speaking; Salesforce experience