

MAKE-A-WISH® CENTRAL & SOUTH TEXAS
JOB DESCRIPTIONS

Intern Job/Position Responsibilities

Help with details of wish granting, which include but are not limited to:

- Interview wish families to determine child's most heartfelt wish.
- Complete referrals via phone when prospective wish families call to apply for a wish.
- Coordinate all details for departure party which includes creating a departure bag for wish child.
- Contact companies for donations if wish involves shopping sprees, room re-dos, play sets, departure parties, etc.
- Any and all activities necessary to make wish families experiences as seamless and enjoyable as possible.

Intern Job/Position Responsibilities

Help with details of Marketing and Public Relations, which include but are not limited to:

- Increase the awareness of Make-A-Wish® in the Central & South Texas Community
- Writing Press Releases, Wish Stories, and event descriptions
- Contacting & Submitting media outlets regarding wishes, events and matters dealing with the Foundation

Help with details of special events, which include but are not limited to:

- Making follow up phone calls leading up to event
- Writing thank you notes after events
- Sending out emails to volunteers
- Gather supplies as needed for each event
- Help coordinate other volunteers to sign up to help with events
- Help gather auction items when applicable
- Be prepared to work events
- Prepare to represent MAW at agency fairs

Intern Job/Position Responsibilities

Help with details of fundraising, which include but are not limited to:

- Assist in the execution of a donor recognition program;
- Assist in the execution of the "Adopt-A-Wish program;
- Assist in the research, composition, and follow-up of grant applications;
- Assist in the coordination of our chapter's involvement in national fundraising partnerships and initiatives.

The above statements are intended to describe the general scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Essential Duties, Responsibilities, and Skills for all Positions

- Ability to learn quickly and work independently (when needed)
- Ability to apply a common sense understanding to carry out detailed, but uncomplicated written or oral instructions
- Excellent organization, communication, writing and problem solving skills
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Ability to multi-task and handle multiple projects while staying organized
- Work well with staff, vendors and wish families

Education and/or Experience Requirements for all Positions

- Currently enrolled as a Junior or Senior or
- Recent graduate