

Make-A-Wish® Central and Western North Carolina Internship Descriptions

Mission: We grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

All internships are unpaid and require a commitment to a term. Please consider your school schedule and any extra-curricular activities before applying. Our office is open Monday–Friday from 9:00 a.m.–5:00 p.m.

Each program includes but is not limited to the following tasks and requirements:

Finance/Accounting Intern: The Accounting Intern assists with general accounting functions including accounts payable, in-kind gift entry and monthly closes. The Accounting Intern will assist with entering expenses for wishes and operations, in-kind gift entry in Raiser's Edge, general ledger account reconciliation and analyses and other duties as assigned.

Fundraising/Events Intern: Events include: Wish Ball, Kentucky Derby Classic, Pitchin for Wishes Cornhole Tournament, Picnic in the Plaza and Kids for Wish Kids. Key responsibilities include event logistics, silent auction solicitation, event sponsorship and assisting with all aspects related to the event. Additional responsibilities may include, processing and sending license agreements, writing and sending personalized thank-you notes, assisting with event organization in Raiser's Edge and event follow-up.

Graphic Design Intern: This role will assist the Marketing and Communications Manager with a variety of creative projects including acknowledgment awards, wish story profiles, event collateral and websites, billboards, and other marketing pieces as needed. Specific duties may include, but are not limited to: layout and text revisions; stock photography research and retouching; online, digital, and print graphic design; and, ongoing coordination with outside vendors and production partners. Proficiency needed in Adobe Creative Suite tools, with emphasis on Photoshop, Illustrator and InDesign. Web development (Dreamweaver, Flash, and HTML/CSS) skills are a plus, but not required. Must bring your own laptop with CS5, CS6 or Cloud. For consideration, complete the application as instructed on the website and also submit 3 samples of work (as PDF or link to website).

Marketing/Communications Intern: The Marketing/Communications Intern assists the Marketing and Communications Manager mainly with social media posts and writing assignments. We are looking for someone with experience crafting thoughtful and impactful posts for Facebook and Twitter. Other responsibilities will include research for press releases, writing newsletter stories and developing website content. The Marketing Intern will also be asked to contact outlets and pitch potential stories, help with company events and other duties as assigned.

Program Services Intern: The Program Service Intern works with Wish Specialists on the planning and implementation of the wish granting process. Additional duties may include, booking flights, hotels and transportation.

Volunteer Services Intern: Our Chapter has over 400 volunteers throughout Central and Western North Carolina covering 51 counties. The Volunteer Intern assists the Volunteer Coordinator with volunteer research projects, maintaining volunteer files and volunteer compliance. Other duties include reaching out to current volunteers, assisting with volunteer recruitment and recognition efforts.