



Make-A-Wish® grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

Administration Internship Opportunity

Administration Interns **focus on the infrastructure of Finance and Technology which support the chapter's program services and fundraising activities.** This infrastructure includes physical assets such as computer hardware, software applications, office equipment and facilities, as well as virtual assets, such as controls, data and web activities.

Basic Tasks include, but are not limited to:

- Assisting with providing helpdesk support for a staff of 20 including both hardware and software issues.
- Assisting the Director of Technology with administrative duties
- Assisting with maintenance and development of HTML email and websites
- Assisting with data entry
- Assisting with business processes
- Helping maintain an organizational system for physical assets
- Providing support for finance functions when needed
- Communicating with staff and volunteers

Requirements:

- College level student receiving credit for the internship – Business or Technology majors
- Completed coursework in web development, HTML, WordPress, PHP and/or mobile application design preferred
- Excellent analytical skills and the ability to troubleshoot and resolve hardware and software issues
- Excellent organization and communication (verbal and written) skills
- Strong math skills
- Strong working knowledge of Microsoft Office 2010
- Ability to work effectively as a team member
- Excellent administrative skills, knowledge of standard office protocol and behavior
- Good editing, planning and organizational skills needed
- Self-starter with attention to detail
- Maintain confidentiality of all information received

Applicants will be required to submit a background check (via internet) if accepted for this internship. This internship is an unpaid position. Please email cover letter and resume to jobs@wishnj.org, specifying the semester you are interested in and if college credit will be received. No phone calls please.