



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

Program Services Internship Opportunity

Program Services Interns **focus on Wish Granting – wish services to and for our wish children and their families, medical professional outreach and volunteer management.**

Basic Tasks include, but are not limited to:

- Communicating with doctors and wish-team volunteers
- Assisting with wish requests
- Soliciting in-kind donations from vendors
- Assisting with data entry of wish-child/family information
- Assisting with maintenance and troubleshooting of volunteer database
- Helping maintain an organizational system to include various types of volunteers
- Helping facilitate all volunteer trainings
- Assisting the Volunteer Coordinator with administrative duties
- Providing outreach support when needed
- Assisting with retrieval and processing of mail

Requirements:

- College level student receiving credit for the internship
- Excellent organization and communication (verbal and written) skills
- Ability to work effectively as a team member
- Excellent administrative skills, knowledge of standard office protocol and behavior
- Knowledge of Microsoft Power Point, Word and Excel
- 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.