



Together, we create life-changing wishes for children with critical illnesses.

SPECIAL EVENTS INTERNSHIP OPPORTUNITY

The Volunteer Services Intern provides support for the Volunteer Services Department and the overall goals of the Make-A-Wish New Jersey mission.

Basic tasks include, but not limited to:

- Assisting with all development fundraising and special events in various capacities
- Assisting with creating and executing event management timelines/plans and following through on related tasks to ensure event goals are met
- Assisting with creating and managing participant databases to ensure that all RSVP's are coordinated and all guest information is recorded.
- Assisting with planning of special events, including vendor meetings, developing resources, generating new ideas and attending event planning meetings.
- Performing specific tasks as needed to increase awareness and branding of special events, as well as use of social media and email platforms.
- Research new ways to publicize and market events, as well as implement planned marketing/communications ideas.
- Assisting with special event mailings, publication design, phone calls related to donations
- Hands on event day of management and execution for all special events
- Additional tasks as needed by the Development team

Requirements:

- College level student receiving credit for the internship
- Must be available for all pre-determined Development event dates
- Excellent organization and communication (verbal and written) skills
- Ability to work effectively as a team member
- Excellent secretarial skills, knowledge of standard office protocol and behavior
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Efficient internet researching skills
- Attention to detail
- Maintain confidentiality of all information received
- Knowledge of Adobe Photoshop preferred

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 internship@nj.wish.org, specifying the semester you are interested in and if college credit will be received. **No phone calls please.**