



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

## **VOLUNTEER SERVICES 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:**

- Respond to volunteer inquiries via email and phone
- Help process volunteer applications and assist with the steps of the application process
- Conduct follow-up phone calls with volunteer applicants to acquire outstanding information
- Help manage volunteer outreach using social networking tools such as Facebook, Twitter, Idealist.org, and VolunteerMatch.com
- Seek out community events and speaking engagements in order to recruit more volunteers in needed areas and represent the organization if necessary
- Assist with data entry and ensure data quality of volunteer statistics using Raiser's Edge
- Assist with answering phones for the organization if needed
- Conduct tours of the Samuel & Josephine Wishing Place if needed

### **Requirements:**

- Possess superior interpersonal skills, with the ability to deliver exceptional customer service to a diverse group of constituents
- Completed or working toward a college degree
- Working knowledge of word processing, PowerPoint, Excel
- An effective communicator, both written and oral
- Firm grasp of available tools and platforms in the social media space
- Enthusiasm for the mission of Make-A-Wish New Jersey

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](mailto:jobs@wishnj.org), specifying the semester you are interested in and if college credit will be received.

**No phone calls please.**