



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

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 are not limited to:

- Respond to volunteer inquiries via email and phone
- Help process volunteer applications and manage the all steps in the application process
- Conduct initial phone calls with volunteer applicants
- 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 in creating brochures and fliers for volunteer recruitment purposes
- Assist in creating and formatting a monthly volunteer newsletter
- 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, and Photoshop
- 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, specifying the semester you are interested in and if college credit will be received. No phone calls please.