



Program (Wish) Internship

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

Overview: The Oregon chapter was created in 1983, and is one of 59 chapters in the U.S. The chapter has granted more than 4,800 wishes in Oregon and Clark County, Washington.

Internship: The Program team at the Portland office is searching for an intern. This unpaid internship opportunity will enhance the student's project management, administrative and communication skills, which can be utilized in future for-profit or non-profit work experiences. This internship may count for college credit as the university or college allows.

Responsibilities:

- Assist the Program team with the planning and coordinating of wishes, including conducting travel research, creating budgets, and designing itineraries
- Work directly with Wish Managers to support their day-to-day needs
- Communicate effectively with Make-A-Wish staff, volunteers, wish families, and Make-A-Wish supporters
- Purchase and/or solicit donations for wishes and/or to fill the department's Wish Enhancement inventory
- Salesforce database entry
- Possibility of hours outside of normal work hours for events or projects
- Other duties as assigned

Desired Qualifications and Skills:

- Sophomore, Junior or Senior undergraduate student, or recent graduate, with an interest in non-profits
- Accuracy and attention to detail is a must!
- Excellent communication and organizational skills; proven writing experience a plus
- Ability to work within deadlines and in a professional manner
- Experience with internet-based travel research, cloud-based platforms, Microsoft Word and Excel preferred
- Takes initiative and be self-directed; knows when to ask questions and works to anticipate the needs of the team
- Must have personal transportation to and from the Portland office
- Willing to complete a background check and sign a confidentiality agreement

Availability: 15 – 20 hours per week for 12 weeks (*Requirement: minimum 200 hours*)

- Schedule can be flexible depending on the student's academic schedule, but the student must be available during normal office hours.
- Request that student be available on Wednesday mornings for weekly Program meetings.
- Two to four days per week, depending on schedule and school requirements.

To Apply: Email the following items to Darcie LaMotte-Waage (dlamotte@oregon.wish.org)

- Cover letter (*include your preferred start/completion dates based on school schedule*)
- Current resume (*including relevant classes/projects*)
- Three references (*contact info and relationship to applicant*)

