



Make-A-Wish[®]

SAN DIEGO

Special Events Intern



Special Events Internship Description

As a Special Events Intern, you will work as part of the Make-A-Wish San Diego team that grants wishes for children with critical illnesses. Your work will support the needs of the Development Team and the signature fundraising events of the chapter.



What Interns Walk Away With

- Exposure to the day-to-day inner workings of a non-profit
- Experience a deep understanding of the Events Department in our organization and how they help raise the necessary funds to support our mission
- Gain knowledge using Microsoft office (Excel, Word), Canva, Adobe Creative and TeamRaiser
- Experience passionate work in a professional, team-focused environment and gain awareness of how to interact with, engage, and inspire various partners



Primary Responsibilities

- Process Trailblaze Challenge registrations by entering participant data into event website
- Save and organize photos from training hikes/events
- Research and reach out to in-kind partners for all signature events
- Organize and inventory Trailblaze Challenge Medic bins
- Mail merge and print labels for weekly donor stewardship
- Order event supplies and postage
- Assist with procurement and processing of auction items for annual gala
- Create hiker name tags
- Assist with weekly Trail Talk emails
- Research and implement hiker stewardship ideas
- Perform other duties as needed



*Thank you for helping transform lives,
one wish at a time!*