



Bilingual Wish Department Intern

Part time, volunteer position

Department

Wish

Reports to

Wish Manager

Description

Assist the wish department in all aspects of wish granting including but not limited to managing wish files, communicating with medical professionals, volunteers, and wish families as needed, overall maintenance of wish files, acknowledgment letters/plaques for in-kind donors, and general office support.

Duties

- Assist the wish department team with daily tasks including wish family outreach, volunteer management, and more
- Entering new wish child information into the organization's data base
- Updating content on the organization's internal volunteer website to ensure all wish granting volunteers are up-to-date with Make-A-Wish rules & policies
- Calling new wish families to explain the wish process with professionalism and enthusiasm
- Research for high-involvement, new wish types
- Calling vendors to solicit in kind donations
- Other duties as they arise

Requirements & Expectations

- Comfortability with speaking English and Spanish efficiently and professionally (required)
- A commitment of approx. 15-20 hours per week on a consistent schedule
- Enthusiasm for the Make-A-Wish mission and the families we serve
- Willingness to learn and be a part of the Make-A-Wish culture, goals, vision and values
- Strong attention to detail and ability to handle multiple tasks
- Familiarity with Microsoft Office applications
- Strong written and oral communication skills
- Savvy online research skills
- Public speaking experience a plus
- Event planning experience a plus
- Experience working with volunteers a plus