



## Volunteer Intern

Part time, volunteer position

### Department

Wish

### Reports to

Volunteer & Wish Manager

### Description

Assist the Volunteer and Wish Manager with daily operations to include wish research, volunteer stewardship and volunteer management. Seeking a creative and artistic individual to help bring the magic of wish granting and children we serve.

### Duties

- Entering new wish child information into the organization's data base, Raiser's Edge (RE)
- Entering new volunteer information into the organization's data base (RE)
- Interacting with volunteers and wish families 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

- A commitment of approx. 15-25 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
- Comfortability with speaking English and Spanish efficiently and professionally a plus (proficiency in another language other than English a plus)
- Savvy online research skills
- Creative and artistic abilities to help bring the magic of wish granting to the children we serve
- Event planning experience a plus
- Experience working with volunteers a plus
- Experience with Raiser's Edge or other similar programs a plus