



"Wishes & More® enhances the life of a child fighting a terminal or life-threatening condition by providing extraordinary experiences... and more"

Intern Position Description

Job Title: Intern – Event Marketing & Communications

Job Description: This intern will support the Volunteer & Event Coordinator in all areas of event fundraising and development.

Time Commitment: Weekly commitment – 8-12 hours per week
September - April

Responsibilities:

1. Research and write articles for website and external communication mediums
2. Compose press releases for upcoming events and stand-out wish stories
3. Write wish stories and create wish posters for events
4. Represent Wishes & More at internal and external meetings
5. Effectively communicate with potential and current sponsors and volunteers
6. Assist in event planning and execution for the Winter Ball
7. Answer phones
8. Other duties as assigned.

Qualifications: Proficient in Microsoft Office programs, strong organizational skills, skillful listening skills, excellent oral and written communication skills, ability to work independently, a willingness to accept a variety of tasks, and a positive attitude. Journalism, Marketing, Public relations or Communications coursework preferred and or a career interest in non-profit organizations.