



## **INTERNSHIP POSITIONS AND JOB DESCRIPTIONS**

**Job Title: Program Intern**

**Supervisor: Danielle Cerón, [dceron@cstx.wish.org](mailto:dceron@cstx.wish.org) (Austin)**

**Sarah Gaye Conner, [sconner@cstx.wish.org](mailto:sconner@cstx.wish.org) (San Antonio)**

Related Fields: Communications, Event Planning, Non-Profit Administration

### **Intern Job/Position Responsibilities**

Help with details of Wish Granting including but not limited to:

- Assist in planning of wishes and following pre-approved budget and guidelines (these wishes include shopping sprees, room re-dos, play sets and some travel wishes)
- Interview wish families to determine child's most heartfelt wish
- Complete referrals via phone when prospective wish families call to apply for a wish
- Assist with travel reservations and itineraries
- Coordinate all details for departure party which includes creating a departure bag for wish child.
- Contact companies for donations if wish involves shopping sprees, room re-dos, play sets, departure parties, etc.
- Create thank you notes for all in-kind vendors and volunteers
- Any and all activities necessary to make wish families experiences as seamless and enjoyable as possible

**Job Title: Marketing, Public Relations and Special Events Intern**

**Supervisor: Courtney Gremillion, [cgremillion@cstx.wish.org](mailto:cgremillion@cstx.wish.org) (Austin)**

**Sarah Gaye Conner, [sconner@cstx.wish.org](mailto:sconner@cstx.wish.org) (San Antonio)**

Related Fields: Advertising, Communications, Event Planning, Marketing, Public Relations

### **Intern Job/Position Responsibilities**

Help with details of Marketing and Public Relations including but not limited to:

- Increase the awareness of Make-A-Wish in the Central & South Texas Community
- Writing Press Releases, Wish Stories, and event descriptions
- Contacting & Submitting media outlets regarding wishes, events and matters dealing with the Foundation

- Managing the design and content of the annual newsletter

Help with details of Events Planning including but not limited to:

- Managing social media outlets for the organization
- Making follow up phone calls leading up to event
- Writing thank you notes after events
- Sending out emails to volunteers
- Gather supplies as needed for each event
- Help coordinate other volunteers to sign up to help with events
- Help gather auction items when applicable
- Be prepared to work events

**Job Title: Development Intern (not offered in Austin)**

**Supervisor: Sarah Gaye Conner, [sconner@cstx.wish.org](mailto:sconner@cstx.wish.org)**

Related Fields: Brand Awareness, Fundraising, Non-Profit Administration

#### Intern Job/Position Responsibilities

Help with details of fundraising including but not limited to:

- Assist in the execution of a donor recognition program
- Assist in the execution of the “Adopt-A-Wish” program
- Assist in the research, composition, and follow-up of grant applications
- Assist in the coordination of our chapter’s involvement in national fundraising partnerships and initiatives

*The above statements are intended to describe the general scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.*

#### **Essential Duties, Responsibilities, and Skills for all Positions**

- Ability to learn quickly and work independently (when needed)
- Ability to apply a common sense understanding to carry out detailed, but uncomplicated written or oral instructions
- Excellent organization, communication, writing and problem solving skills
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Ability to multi-task and handle multiple projects while staying organized
- Work well with staff, vendors and wish families

#### **Education and/or Experience Requirements for all Positions**

- Currently enrolled as a Junior or Senior, or recent graduate