



Kids for Wish Kids® Internship

Our Mission: The mission of Make-A-Wish® is to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

Kids for Wish Kids Program: The Kids for Wish Kids program engages students from Kindergarten to High School and any of their student groups and organizations in the Make-A-Wish mission. The program provides ideas for kids to raise funds to help grant the wishes of children with life-threatening medical conditions in their community. Students create ideas for fundraisers and then organize and manage their fundraisers from start to finish. With the growth of this program, our brand awareness and our ability to connect and educate more people to our mission will spread across Idaho and allow us to make sure every eligible child is receiving a wish.

Eligibility: The internship program is designed for university students with the goal of being a leader in the non-profit sector. The purpose of the internship program is to help students further cultivate their skills through a real-life work experience. The goal of the Kids for Wish Kids internship is to help the intern gain skills and experiences such as the ability to organize work, communication skills, project management, and an understanding of a federated non-profit organization.

Primary Tasks:

- Develop and grow the Kids for Wish Kids program in K-12 schools and classrooms throughout Idaho
- Assist in the intake and review of the Kids for Wish Kids Fundraising Form from KFWK participants
- Respond to these requests and ensure participants receive all necessary documents from Make-A-Wish including toolkits, fact sheets, Make-A-Wish collateral, etc.
- Check in and maintain contact with KFWK fundraisers to ensure successful KFWK events
- Maintain KFWK participant and distribution list
- Develop a communication plan for outreach to schools and school districts.
- Create and design KFWK outreach mailings and materials
- Participate in strategic discussions regarding KFWK events with the overall goal of providing quality customer service and meeting specific program goals/objectives
- Support Make-A-Wish Idaho by conducting outreach phone calls and emails to assist in the recruitment of schools, student groups and participants
- Attend KFWK events to represent MAW and gather photos for marketing



Idaho

Qualifications: The ideal candidate will possess a basic knowledge of the non-profit sector, either through coursework or employment experience; excellent communication skills with the ability to confidently and clearly communicate information verbally and in writing. Experience with events and/or campaigns preferred (as volunteer, student organization etc.). This position requires the ability to maintain a high level of confidentiality with information that will be obtained in the daily interactions; proficiency in MS Word, MS Outlook, and internet research tools; detail oriented with the ability to manage multiple projects; some volunteer experience preferred, although not required; and very strong sense of customer experience.

To apply: Please submit a cover letter and resume to Sarah Graves at sgraves@idaho.wish.org indicating the following:

- Possible field of interest and aspirations
- Academic and career goals
- Skills, experience, or coursework relevant to the internship program
- Employment/Volunteer history

This position is three semesters long, and 8 hours a week at the Make-A-Wish Idaho chapter in Boise, from January 9th, 2017 through May. 9th 2018.