



## **Internship Opportunities at the Make-A-Wish Foundation® Of Greater Pennsylvania & Southern West Virginia**

*The mission of the Make-A-Wish Foundation® is to fulfill wishes for children between the ages of 2½ and 18 who have diagnosed life-threatening illnesses. The office is located in the Gulf Tower and the mailing address is 707 Grant Street, 37<sup>th</sup> floor, Pittsburgh, PA 15219. The office is open Mondays through Thursdays from 9 to 5 and Fridays from 9 to 3, and an intern's hours and days can be flexible within that time frame. Internships are unpaid. **In your cover letter, please indicate which internship(s) you wish to apply for.***

### **Marketing and Communications Intern**

Maintain and update media and photo archives  
Complete write-ups on fulfilled wishes for general use and distribution  
Write and distribute press releases  
Write articles for our volunteer newsletter  
Help organize community relations and outreach programs  
Write articles for newsletters to outreach sources  
Assist with promotional events or general office duties as needed  
*Good phone skills, excellent writing skills required; please submit writing sample with resume*

### **Fundraising Intern**

Assist the development team that is responsible for raising funds for children's wishes  
Assist with the Kids for Wish Kids® and Wishmakers on Campus® fundraising programs  
Update fundraising reports using Microsoft Excel  
Utilize fundraising software for donor care  
Assist in planning and implementing special events such as golf tournaments, motorcycle runs, haunted houses and recognition events.  
-May include attending event planning meetings  
- May include assisting at events depending on intern's availability. Events are usually during weekends or evenings  
Learn about corporate and individual giving  
Make follow-up telephone calls to donors and volunteers (no telemarketing involved)  
Learn information about the children's wishes while writing wish stories for thank you letters.  
Assist in office duties as needed

### **Program Services (Wish Team) Intern**

Assisting fulfilling children's wishes including travel, celebrity, occupational and gift wishes. Tasks may include:  
- Making travel arrangements and creating itineraries  
- Researching wish ideas via the Internet and resource library, and making telephone calls to donors and vendors  
- Participating in the fulfillment of gift wishes (for example, shopping sprees) and/or wish parties  
Write thank-you letters and follow up correspondence upon the completion of a wish  
Participate in toy deliveries at the Children's Hospital of Pittsburgh; periodically send gifts to children in the hospital  
Plan and participate in wish kid events  
Assist with and participate in volunteer activities such as training  
Assist with office duties as needed  
Additional projects as assigned or required by the student's internship program

### **"Light Up A Child's Life" Intern**

*Light Up a Child's Life is our annual holiday campaign held in conjunction with WISH 99.7FM to recognize wish kids, donors and volunteers through live interviews held on the radio and online through a webcast.*

Internship dates from October – beginning of January  
Schedule donors, volunteers and wish kids for the campaign  
Phone contact and follow-up with public, donors, and volunteers  
Assist with inventory of products sold