



### NON-PROFIT/VOLUNTEER EXPERIENCE

Please list all volunteer or non-profit experience. Please provide details for any previous internships or jobs you've held in the non-profit sector.

### INTERNSHIP REQUIREMENTS

Would you like to complete this internship for course credit? If so, please describe the requirements. If not, please explain your own personal objectives/goals.

### PREFERRED POSITION

On page 1, you noted which position you prefer. Please explain why and share any relevant experience. Do you have any concerns regarding this position? Are you willing to work in another department?

### MAKE-A-WISH EXPERIENCE/HISTORY

Please share your understanding of our history and mission. Also, be sure to include any information about experience you have working with Make-A-Wish, if applicable.

### ADDITIONAL QUESTIONS

Please explain why you believe you should be considered for an internship with the Make-A-Wish® Oklahoma.

### PROFESSIONAL REFERENCES

Please list 2 professional references. We prefer references to be able to speak about relevant skills pertaining to the position you are seeking. **No relatives please. This is required in order to be considered.**

#### REFERENCE #1

First & Last Name:

Relationship to you:

E-mail Address:

Phone Number:

#### REFERENCE #2:

First & Last Name:

Relationship to you:

E-mail Address:

Phone Number:

### OUR POLICY

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

*Thank you for your interest in the Make-A-Wish® Oklahoma Internship Program.*

## MAKE-A-WISH® OKLAHOMA INTERNSHIP DESCRIPTION

**Mission:** Make-A-Wish® grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

**Available Departments:** Wish-Granting, Volunteer Management, Wish Referral & Volunteer Management, Fundraising/Events, Communication/Social Media

**Purpose of Internship:** To provide interns an engaging and valuable experience in one of the various departments within our organization and gain an understanding of how a nonprofit organization operates on a daily basis.

**Please read before applying:** Please note this internship is *unpaid*. All internships require a minimum of 180 hours and 12-15 hours per week spent in the office each week until completion. Preference may be given to students willing to commit to two semesters. Please consider school and any extra-curricular activities before applying. We allow students to be very involved in creating their schedule so we expect you can commit to the required time spent in the office.

**Length of semester-long internship** – Spring (January-May), Summer (May-August), Fall (August-first week in December)

**Intern Job/Position Responsibilities:** Each program includes but is not limited to the following tasks and requirements. Please make note on your application of any special interests.

### **Wish-Granting Intern** (*Position available in both Oklahoma City and Tulsa*)

- Assist with travel reservations
- Coordinating with outside companies if wish involves shopping sprees or gifts
- Communication with vendors to ask for in-kind donations or assistance in wish
- Communication with volunteers to update on wish status
- Research unique wishes

Any and all activities necessary to make wish families experiences as seamless and enjoyable as possible

### **Volunteer Management Intern** (*Tulsa office only*)

- Work with Volunteer Manager to develop volunteer trainings, appreciation and recognition events
- Help keep accurate track of volunteer assignments and wish file status
- Volunteer Application intake & background checks
- Consistently provide follow up communication to volunteers and/or families working active wish files
- Assist the Development Team in recruiting and organizing existing volunteers for special events
- Work to retain volunteers by maintaining appropriate communication
  - Administrative tasks as needed
    - filing
    - data input into Raiser's Edge (database most nonprofit organizations use)
    - communication: semi-annual e-newsletter
    - Following up via phone and e-mail on volunteer and wish family inquiries

**Wish Referral & Volunteer Management Intern:** *(Oklahoma City Office only)*

- Process incoming wish paperwork which includes making copies, organizing files, and follow up phone calls on incomplete referrals
- Process all incoming wish referrals. Follow up with physicians or parents for missing information.
- Introductory phone calls with Wish Families on child's likes and dislikes
- Update Wish Database, Must be very detail-oriented and precise
- Work with Volunteer Manager to develop volunteer trainings, appreciation and recognition events
- Help keep accurate track of volunteer assignments and wish file status
- Volunteer Application intake & background checks
- Consistently provide follow up communication to volunteers and/or families working active wish files
- Assist the Development Team in recruiting and organizing existing volunteers for special events
- Work to retain volunteers by maintaining appropriate communication
  - Administrative tasks as needed
    - filing
    - data input into Raiser's Edge (database most nonprofit organizations use)
    - communication: semi-annual e-newsletter
    - Following up via phone and e-mail on volunteer and wish family inquiries
- Must have excellent verbal & written communication skills. Must be organized and detail oriented and be able to take great notes during follow up conversations.
- Must be personable and be able to speak to wish parents, wish children and volunteers.

**Fundraising/Events Intern** *(Position available in both Oklahoma City and Tulsa)*

- Assist in the execution of a donor recognition program
- Assist in the execution of the "Adopt-A-Wish program"
- Assist with follow-up of grant applications
- Assist in the coordination of our chapter's involvement in national fundraising partnerships and initiatives
- Prepare to represent MAW at agency fairs and Career Fairs
  - Prospect Research**
    - Assist with prospect research to increase fundraising efforts
    - Research donor prospects based on previous giving through various tools
- Help coordinate volunteers to sign up to help with events
- Prepare to represent MAW at agency fairs and Career Fairs
- Help manage Donor database
- Prepare Event Documents and write thank you notes after events
- Must be familiar with Microsoft Excel and have excellent verbal and written communication
- Call vendors to ask for donations, discounts or auction items
- Must be available to attend events (weekend flexibility)
- Run Errands: Deliver letters, invitations, pick up auction items, etc.

### **Communications/Social Media Intern** *(Oklahoma City office only)*

- Write and edit wish and event stories
  - Call wish families to conduct interviews and gather story content including pictures and video
  - Interview event attendees or gather information from Development team
- Oversee wish video process
  - Communicate with wish families to check out and return video cameras during wish experience
  - Create highlight videos for wishes in which we receive excellent video and/or pictures
  - Manage YouTube channel, adding new videos bi-weekly
- Write Corporate and Volunteer spotlights
  - Submit spotlights to Web site Manager to update regularly
- Write Press Releases as needed for each department
- Create social media post

#### **Requirements/Skills Needed:**

- Must have excellent written communication, social media, PowerPoint and video editing skills
- Journalism/Media/Broadcast/Film Majors are preferred or experience in video production
- Must be an independent worker and a quick learner
- Anticipate 14 hours/week in office, but flexibility in scheduling – once fully trained, some work may be done from home
- **Please send one sample press release and one video production sample.**

*\*Though each intern will be assigned to a primary department & supervisor, all interns will be expected to help staff with various other projects.*

### **Essential Duties, Responsibilities, and Skills of ALL Interns**

- Ability to learn quickly and work independently (when needed)
- 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
- Regular and predictable attendance! Emergencies and sick days may be excused, but we treat internships like a job.
- Ability to follow through and handle projects responsibly and keep appropriate staff informed
- Interns handle answering and transferring calls in the office. Must be professional in manner.
- **HAVE FUN** and learn every aspect of how a nonprofit organization operates

### **Education and/or Experience Requirements:**

- 6 months to 1 year of current office experience or
- Currently enrolled as a Junior or Senior or
- Recent graduate (if you are a recent graduate, we will expect a commitment through internship semester)



If you are interested in an internship with Make-A-Wish® Oklahoma, please submit your resume, application and cover letter to the appropriate staff member listed below. Internships fill up quickly! We do offer year-round internship opportunities, so feel free to make inquiries at any time!

1. Please submit a current copy of your resume,
2. A cover letter explaining why you are applying for this internship
3. And a completed Internship Application (*This can be found at [www.oklahoma.wish.org](http://www.oklahoma.wish.org) under the Volunteer Tab in the Internship Section.*)

**For Oklahoma City Internships, please contact:**

**Ashlie Deline**  
**Volunteer Manager-Western Region**  
**405.286.4000**  
**[adeline@oklahoma.wish.org](mailto:adeline@oklahoma.wish.org)**

**For Tulsa Internships please contact:**

**Erin Howard**  
**Volunteer Manager-Eastern Region**  
**918-492-9474**  
**[ehoward@oklahoma.wish.org](mailto:ehoward@oklahoma.wish.org)**