



**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 to be considered.**

<b>REFERENCE #1</b>	
First & Last Name:	
Relationship to you:	
E-mail Address:	Phone Number:
<b>REFERENCE #2:</b>	
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 DESCRIPTIONS

**Mission:** *Make-A-Wish® creates life-changing wishes for children with critical illnesses.*

**Available Departments:** Wish-Granting, Volunteer Management, Intake & Medical Outreach, Fundraising/Events, Marketing & Communications, Executive Operations & Development

**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
- All activities necessary to make wish families experiences as seamless and enjoyable as possible

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

- Work with Volunteer Manager to develop volunteer trainings, appreciation and recognition events
- Help keep accurate track of volunteer statuses and wish file status
- Volunteer Application intake, background checks and interviews
- 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: e-newsletters and weekly emails
    - Following up via phone and e-mail on volunteer inquiries

### **Intake & Wish File Management Intern** (OKC office only)

- Process incoming wish paperwork which includes making copies, organizing files, and follow up phone calls on incomplete referrals
- Introductory phone calls with Wish Families on child's likes and dislikes
- Update wish database, must be very detail-oriented and precise
- 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 medical professionals, wish parents, 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.

### **Marketing/Communications Intern** (OKC office only)

- Assist in implementing communications plan for entire organization
- Assist Social Media/Web Manager by writing and editing content for the web and social media
- Maintain and organize our electronic library of wish photo files
- Assist in the design and creation of collateral pieces
- Assist donor care coordinator with stewardship materials and projects as needed
- Operate within the brand guidelines established by the National Office and local chapter
- Develop email campaigns to promote internal and external events, as needed
- Write, distribute and pitch news releases as needed
- Document wish experiences and fundraising events via photography, video and social posts
- Assist with promotional events or general office duties as needed

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

- Must have excellent written communication, social media, PowerPoint and photo/video editing skills
- Journalism/Graphic Design/Media/Broadcast/Film Majors are preferred or experience in video production
- Experience with Adobe Photoshop or InDesign, and email marketing tools preferred
- Must be an independent worker and a quick learner
- **Please send created graphics, writing examples, press release and/or one video production sample.**

### Executive Operations & Development Intern (OKC office only)

- Research companies, organizations, foundations, and potential individual donors
- Prepare Board of Director materials (Excel/PowerPoint)
- Assist in the execution of donor cultivation and stewardship program
- Produce written and visual materials for public speaking appearances
- Solicit and arrange public speaking engagements (Rotary Clubs, Chambers, etc.)
- Enter CEO activities in Constituent Relationship Manager (CRM) (Raiser's Edge)
- Assist Development team with fundraising events and activities
- Research activities of other chapters and prepare overviews and recommendations

*\*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

- Attention to detail and ability to multi-task and handle multiple projects while staying organized
- Ability to learn quickly, work independently (when needed), and take initiative
- Excellent organization, communication, writing and problem-solving skills
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- 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
- Professional in manner as intern will handle answering and transferring calls in the office.
- **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 Internships, please contact:

Lindsey Percival  
Community and Volunteer Engagement  
Coordinator 405.286.4000  
[lpercival@oklahoma.wish.org](mailto:lpercival@oklahoma.wish.org)