



**Position Title:** Executive Office Intern  
**Intern Location:** St. Louis Office  
**Duration:** Spring Internship

**Job Description**

The **Executive Office** Internship will provide the opportunity to **conduct research and generate reports for analysis and strategic planning, as well as offer general administrative support.**

Students will work **Approximately 10** hours per week and are responsible for their own transportation and housing expenses.

**Primary Tasks:**

- Generate reports in Raiser’s Edge
- Data entry into Raiser’s Edge
- Administrative support
- Run errands for Executive Office
- Generate, prepare and send mailings as needed
- Assist other departments as needed (examples include: closing out wish files, preparing gifts for corporate and community partners, scanning and shredding donation information for finance department, etc.)
- Other general needs as they arise

**Required Experience:**

- Proficiency in Microsoft Office and general computer skills
- Excellent written and oral communication skills

The intern will ideally be a junior or senior working toward a Bachelor’s degree or higher, or a recent graduate seeking experience in the non-profit sector. S/he should also have a minimum of 1 year of professional work experience. Knowledge of and experience with the Make-A-Wish mission and service population is preferred.

**Eligibility**

The internship program is designed for current undergraduate or graduate students with the goal of being a leader in the non-profit sector. The purpose of the internship program is to help undergraduate and/or graduate students further cultivate their skills through a real-life work experience. Applicants will be selected for an interview based on their application and resume.

