



## Kids For Wish Kids® Internship

**Our Mission:** Together, we grant wishes to children battling critical illnesses.

### Kids For Wish Kids Program:

The Kids For Wish Kids (KFWK) program engages kids of all ages, students, youth groups, clubs and organizations in the Make-A-Wish mission. The program provides ideas for kids and teens to raise funds to help grant the wishes of children with life-threatening medical conditions in their community. Kids and teens create ideas for fundraisers and then organize and manage their fundraisers from start to finish. Opportunities to fundraise for the KFWK program are endless!

**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 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 project management, communication, leadership, and an understanding of a federated non-profit organization.

### Primary Tasks:

- Recruit students for the Youth Leadership Council and manage the program including creating meeting agendas, leadership development curriculum, and overseeing meetings
- Participate in strategic discussions regarding KFWK events with the overall goal of providing quality customer service and meeting specific program goals
- Support Make-A-Wish Missouri by conducting outreach phone calls and emails to assist in the recruitment of schools, clubs and participants
- 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.

**Qualifications:** Applicants will be selected for an interview based on information provided in their cover letter and resume. The ideal candidate will possess 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 a volunteer, committee member, etc.). This position requires the ability to maintain a high level of confidentiality with information that will be obtained in daily interactions; ability to work at a fast pace; proficiency in MS Word, MS Outlook, and internet research tools; detail oriented with the ability to manage multiple projects; public speaking skills; some volunteer experience preferred, although not required; and very strong sense of customer experience.

**To apply:** Please submit a cover letter and resume 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 a 10 hour per week position at the Make-A-Wish Missouri Chapter in Ballwin, MO. The position will run from August 2018-December 2018.

**Application Deadline:**

Please submit cover letter and resume to Teresa Hofmann and Alisha Abbott by August 17<sup>th</sup>.

Teresa Hofmann  
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Make-A-Wish Missouri  
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