



# Internship Application

Name \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Positions Available: (Check all that apply)

\_\_\_\_\_ **Administration:** Assist with miscellaneous projects, including mailings, copies/scanning/printing, organizing projects, data entry, human resources projects, and phone calls.

\_\_\_\_\_ **Fundraising/Events:** Focus on fundraising, with possible experience in event planning, donor solicitation, data management, individual and corporate donations, public relations for wish children and events.

\_\_\_\_\_ **Marketing:** Social media, public relations, digital analytics, content writing photography, graphic design.

\_\_\_\_\_ **Wish Department:** Wish research, copies/scanning/printing, filing and folder projects, and phone calls.

Duration of Internship: (X all that apply)

\_\_\_\_\_ Fall (Aug-Dec)

\_\_\_\_\_ Spring (Jan-May)

\_\_\_\_\_ Summer (June-Aug)

### Job Description:

All the Internship positions will provide the opportunity to help undergraduate and/or graduate students further cultivate their skills through a real-life work experience. Students will work **12-15 hours (minimum) working in the office** per week and are responsible for their own transportation expenses.

**We also require a minimum commitment of 180 total hours. Please list your availability between 8:30am-5:00pm:**

### **Primary Tasks - Essential Duties, Responsibilities, and Skills of ALL Interns:**

- Ability to learn quickly and work independently (when needed).
- Ability to multi-task and handle multiple projects while staying organized.
- Organization, communication, writing and problem-solving skills needed\Work well with staff, vendors and wish families.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.).



- Ability to follow through and handle projects responsibly and keep appropriate staff informed.
- Regular attendance required. (Emergencies and sick days may be excused)
- Appropriate dress attire, we treat internships like a job.
- 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.

**Required Experience:**

The ideal intern will be a junior or senior working toward a Bachelor's degree or higher. She/he should also have a minimum of 1 year of professional work experience. Knowledge of and or experience with the non-profit sector is preferred.

**How to Apply:**

Email this application to [intern@mo.wish.org](mailto:intern@mo.wish.org) along with a cover letter.

**Applications deadline:**

**15 Days prior to desired season.** Interviews are ongoing, and an offer can be made before the application deadline, if appropriate.

