



Internship Application

Location: 13523 Barrett Parkway Drive, Suite 241 Ballwin MO 63021 – 314-526-2206

Name _____ Phone: _____ Email: _____

Positions Available: (X 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:** Help our wish team make wishes come true by doing research, copies/scanning/printing, filing and folder projects, and making 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). 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 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.



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Cover Letter