



Development & Communications Internship

Mission: Together, we create life-changing wishes for children with critical illnesses.

Overview: The Oregon chapter was created in 1983, and is one of 62 chapters in the U.S. The chapter has granted more than 3,700 wishes in Oregon and Clark County, Washington.

Internship: The Development & Communications Department at the downtown Portland office is searching for an intern. This unpaid internship opportunity will enhance the student's communications, marketing, public relations, and fundraising skills, which can be utilized in future for-profit or non-profit work experiences. This internship may count for college credit as the university or college allows.

Desired Qualifications and Skills:

- Junior or Senior undergraduate student, or recently graduated, with a degree in communications, marketing, business, English, or related field.
- Excellent communication and organizational skills; proven writing experience a plus.
- Ability to work within deadlines and in a professional manner.
- Experience with the Internet, Microsoft Word and Excel required. Skills with Power Point, InDesign, Photoshop, or other design/layout programs a plus.
- Must have personal transportation to and from the downtown Portland office; parking/public transportation reimbursement of \$75 maximum per month.
- Willing to receive background check and sign confidentiality agreement.

Availability: 15 – 20 hours per week for 12 weeks (*Requirement: minimum 200 hours*)

- Internship available, depending on student's academic schedule.
- Three to five days per week, depending on schedule and school requirements.

Responsibilities: Assist the Development & Communications department with:

- Media events and promotions, including telethons
- Assist with fundraising events such as the car raffle, *Summer Wishes*, *Walk for Wishes*, *golf tournaments*, and preparations for *Season of Wishes* (winter campaign) and *Wish Ball* (fall gala)
- Donor recognition and other department support
- Raiser's Edge training and data entry
- Communications efforts such as press releases, media tracking, website copy, etc.

To Apply: Email these items to Darcie LaMotte-Waage (dlaumotte@oregon.wish.org)

- Cover letter (*include your preferred start/completion dates based on school schedule*)
- Current resume (*including relevant classes/projects*)
- Three writing samples (*and two design samples in PDF if you have layout experience*)
- Three references (*contact info and relationship to applicant*)

