

Make-A-Wish® Oregon
Also Serving Clark County, Washington
2000 SW 1st Avenue Suite 410
Portland, Oregon 97201
503-292-2280
800-934-WISH
503-292-9423 fax
www.oregon.wish.org



Wish Department Internship

Mission: The Make-A-Wish® Oregon grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength, and joy.

Overview: Born in 1980, when a group of caring individuals helped a young boy fulfill his dream of becoming a police officer, the organization is now the largest wish-granting charity in the world, with 61 chapters in the U.S. and its territories. The Oregon chapter serves children, ages 2 ½ through 17, who live in Oregon and Clark County, Washington, and has granted more than 3,000 local wishes since it began in 1983.

Internship: The Wish Department at the downtown Portland office is searching for an intern. This unpaid internship opportunity will enhance the student's project management, administrative and communication 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.

Responsibilities:

- Assist the Wish Department with the planning and coordinating of wishes, including research, budgets and creating itineraries.
- Work directly with three Wish Managers and support their day-to-day needs.
- Communicate effectively with Wish Department, staff, volunteers, wish families and Make-A-Wish supporters.
- Purchase and/or solicit donations for wishes and/or to fill department's Wish Enhancement inventory.

Desired Qualifications and Skills:

- Junior or Senior undergraduate student, or recent graduate, with an interest in non-profits.
- Accuracy and attention to detail is a must!
- 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 preferred.
- 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*)

- Schedule can be flexible depending on student's academic schedule but student must be available during normal office hours.
- Student must be available to be in the office on Wednesday mornings for weekly Wish Department meetings.
- Three to four days per week, depending on schedule and school requirements. Can be full or part days.

To Apply: Email these items to darcie@orwish.org:

- Cover letter (*include your preferred start/completion dates based on school schedule*)
- Current resume (*including relevant classes/projects*)
- Three references (*contact info and relationship to applicant*)

Share the Power of a Wish®