Make-A-Wish Foundation® of Massachusetts
Kids For Wish Kids® Internship

The Make-A-Wish Foundation of Massachusetts seeks an intern to support **Kids For Wish Kids®**, a fundraising program designed for students in grades K-12 and youth groups such as scout troops and sports teams. The program encourages children to create and manage their own fundraising projects, to help the Foundation grant wishes to children with life-threatening medical conditions.

During our 2010 fiscal year, which begins on September 1, 2009, the Foundation will expand its Kids For Wish Kids program by reaching out to more schools and youth groups throughout the community. To support this exciting initiative, the Foundation has created an internship position dedicated to the Kids For Wish Kids program.

The Kids For Wish Kids Intern will partner with the Foundation's Development staff to support the program. Key responsibilities include:

1. Develop and maintain the Foundation's Kids For Wish Kids database
2. Conduct and track outreach to schools and youth groups to increase awareness of the program
3. Compile and send program materials to interested schools and youth groups
4. Research other Kids For Wish Kids and child-oriented fundraising programs for charities
5. Support the coordination of the Kids For Wish Kids volunteer committee
6. Provide support to approved Kids For Wish Kids schools and groups

Requirements:
Strong organizational and project management skills; excellent attention to detail; strong writing skills and creativity; solid computer skills (proficient in Microsoft Word and Excel); strong interpersonal communication skills; be comfortable working in a fast-paced environment; and be a team player but also someone who works well independently. Database experience and an interest in youth-oriented programs a plus.

Time Commitment/Transportation:
15 to 20 hours per week; transportation to and from the office is the responsibility of the intern. Our office is located near Government Center in Boston and is accessible to public transportation (MBTA).

Benefits:
Great opportunity to work for a well-known non-profit organization; gain valuable fundraising experience; and learn from experienced non-profit professionals. Our office environment is pleasant, fun, and rewarding.

How to Apply: Please send a cover letter and resume to:
Krista Bishop, Volunteer Manager
Make-A-Wish Foundation of Massachusetts
One Bulfinch Place, Boston, MA 02114
Or by email to kbishop@mass.wish.org. NO PHONE CALLS, PLEASE.