



## INTERNSHIP PROGRAM

**Mission:** *Together, we create life-changing wishes for children with critical illness*

**Purpose of Internship:** To provide students an engaging and valuable experience within our team and gain an understanding of how a nonprofit organization operates on a daily basis.

**Please read before applying:**

1. Please note this internship is *unpaid*.
2. All internships require that the student receive academic credit ([please see our volunteer page if you seek experience outside scholastic credit](#)).
3. We require a minimum 12 week commitment, with 8-12 hours per week spent in office. Our office hours are Monday to Friday 9:00 am to 5:30 pm. We allow students flexibility and involvement in creating their schedule but we expect interns to commit to it as they would a work schedule.

**Internship Duration:** spring (end of January-May) and fall (August-beginning of December). We prefer candidates with the ability to complete consecutive fall and spring semesters for a total 24-week program. Summer internships can be offered on a case-by-case basis.

**Internship Positions:** Both our Program (wish granting and volunteerism) and Development (fundraising, event-planning) teams offer internship positions for various semesters. Refer to our internship website for application deadlines and other internship timing information.

**Essential Duties, Responsibilities and Skills of ALL Interns:**

- Ability to learn quickly and work independently (when needed)
- Excellent organization, communication, writing and problem solving skills
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Ability to multitask and handle multiple projects while staying organized
- Work well with staff, vendors and wish families
- Regular and predictable attendance
- Ability to follow through and handle projects responsibly and keep appropriate staff informed
- 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

**How to Apply:**

1. Submit:
  - Cover letter that briefly states your reason for applying to the internship program, career objectives, educational accomplishments and volunteer experience
  - Updated resume
  - A [completed application](#) to Make-A-Wish Southern Nevada (located on our website at [www.snv.wish.org](http://www.snv.wish.org) under the About Us>Employment & Internships tab)
2. Selected applicants must successfully pass our pre-screening criminal background check prior to beginning their internship. Make-A-Wish sponsors the cost of this background check.

**For any questions or additional information, please contact:**

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