



**Make-A-Wish Foundation®  
of Iowa**

## PROGRAM SERVICES INTERN

Qualifications: Interest in children and families, detail oriented, strong communication skills, ability to work independently, experience with Microsoft Office computer programs, exhibits a positive attitude and heart for the foundation's mission.

**Mission:** *The Make-A-Wish Foundation® of Iowa grants the wishes of children with life-threatening illnesses to enrich the human experience with hope, strength, and joy.*

### Responsibilities:

*Program Services:* Assist Wish Coordinators with the detailed planning of wishes. Assist Program Director with Medical Outreach projects. Daily tasks may include communicating with wish families, sending wish invitations, pre-wish proclamations and post-wish evaluations to each wish child, data entry, assisting with the wish referral process, requesting in-kind donations, assist in preparing and attend at least one wish-granting training, accompany volunteers or staff on at least one wish child and family visit and wish delivery.

*General:* Answering phones, filing & organizing, other duties as assigned.

Training / Guidance: Make-A-Wish Orientation; Intern will shadow programs staff initially & receive on the job training/mentoring throughout internship.

Benefits: The intern will gain in-depth experience in the program services department of a non-profit Organization. He/she will assist the foundation in fulfilling our mission. In addition the intern will also meet/shadow in other departments to gain a more holistic perspective of the foundation.

<u>Internship Offered:</u>	<u>Application Deadline:</u>
Fall	June 1
Winter	November 1
Spring/Summer	March 1

To Apply: Mail resume along with 3 references

*Make-A-Wish Foundation of Iowa*

*Attn: Rachel Midtgaard*

*3024 104<sup>th</sup> Street – Urbandale, IA 50322*

