

Make-A-Wish®**Utah**

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Program Services Internship

Make-A-Wish® Utah has an opening for a program services intern. This position will offer experience in many different facets of accepting and processing referrals, creating travel itineraries and assisting with wish-related events.

Hours: 6-15 hours per week, flexible schedule.

Duration: One semester or longer

Location: 771 East Winchester, Murray, UT 84107

RESPONSIBILITIES

Reporting to the Director of Program Services, the program services intern will have the following responsibilities:

- Respond to on-line referrals
- Gather information from wish families during intake process
- Creation of files for new wish kids
- Creation of unique itineraries for travel wishes
- Provide assistance with travel details for wishes
- Aide in file closure at the conclusion of each wish

QUALIFICATIONS

- Computer proficiency required (Microsoft Office)
- Non-judgmental
- Family/child oriented
- Creative
- Detail-oriented
- Friendly
- Responsible
- Excellent interpersonal skills and an ability to work with and acknowledge the contribution of a diverse and dynamic team of staff and volunteers.
- Ability to speak Spanish not a requirement, but would be helpful.

BENEFITS

- Opportunity to attend wish-related events, wish family activities and fundraising events
- Experience using fundraising database (Raiser's Edge/Blackbaud)
- Resume credit with a nationally recognized nonprofit organization.

TO APPLY ~~ Email resume and cover letter to: jhortin@utah.wish.org

About Make-A-Wish Utah

The Make-A-Wish Foundation grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. With the help of generous donors and volunteers, Make-A-Wish Utah grants over 160 wishes a year. Located in its facility in Murray, *A Wishing Place*, the Foundation offers a quality wish experience that includes a magical wish-making ceremony in the Wishing

Tower, special wish tokens to throw in a wish fountain, and plenty of room for wish-granting celebrations. For more information, visit www.utah.wish.org.