

Make-A-Wish®

Utah

771 E Winchester
Murray, Utah 84107
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utah.wish.org



Special Events Internship

Make-A-Wish® Utah has an opening for a **special events intern**. This person will work under the direction of the Special Events Manager and will gain experience in many different facets of fundraising and special events.

Hours: 10-20 hours per week, flexible schedule

Duration: An entire semester or longer

Location: 771 East Winchester, Murray, UT 84107

RESPONSIBILITIES

- Support the Special Events Manager with fundraising events and programs, including planning, promotion, solicitation, implementation and evaluation.
- Assist with the procurement of sponsorships, third-party events, auction items and supplies.
- Assist with logistics/planning of events, programs and volunteer committees.
- Maintain up-to-date event documents, databases and lists.
- Contact auction donors, event sponsors, vendors, guests, volunteers, hosts, etc. to confirm information and coordinate details.
- Assist with, implement and attend external fundraisers and events.
- Make and answer phone calls, send email correspondence, file documents, organize supplies and perform any other duties as requested and assigned.

QUALIFICATIONS

- High school diploma with some course work at a 4-year college or university.
- Computer proficiency required (Microsoft Word, Excel, Power Point, Outlook, etc.).
- Must have strong communication, writing and interpersonal skills and demonstrate an outgoing personality.
- Must possess a strong work ethic. Some late evenings and weekends will be required.
- Is reliable and has the ability to follow instructions and also work independently.
- Ability to prioritize and manage multiple tasks.
- Must be extremely detail oriented, creative, resourceful and organized.
- Maintain a professional and amicable demeanor and appearance.
- Experience or career interest in fundraising, nonprofit management, event planning, public relations and/or communications.

BENEFITS

- Valuable experience planning and implementing fundraising events and programs
- Working with a nationally recognized nonprofit organization is an excellent addition to a resume.
- Work in a fun environment while gaining hands on experience and supporting a worthwhile cause.

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.