

**Posting Date:** 8/12/2015

**Company Name:** Make-A-Wish Arizona

**Contact Web Site:** [www.arizona.wish.org/internships](http://www.arizona.wish.org/internships)

**Hours Days:** Mon-Fri, flexible hours

**Wage Salary:** 0.00

**Job Title:** Events Intern

**Job Location:** 2901 North 78th Street, Scottsdale, AZ 85251

**Job Description:** The Events Department Intern will assist the department with the coordination of Walk For Wishes event execution as well as attendee research and cultivation. Responsibilities: Discovery, cultivation and stewardship of event participants and supporters. Post event follow up and acknowledgement. Follow a defined set of Standard Operating Procedures for the coordination and reporting of events. Assist the Director with various internal event detail coordination. Performs other duties as needed.

**Experience:** Desired Qualifications: Requires excellent project management, customer service, communication, and public presentation skills. Ability to work quickly and independently. Familiarity with Microsoft Office suite, including Outlook Minimum of 15 hour work week preferred. Key Skills and Professional Development Opportunities: The candidate will gain critical project coordination and project management skills for a multi-faceted, multi-step project. The candidate will gain knowledge and best practices for fundraising events. The candidate will learn critical fundraising and donor cultivation strategy. The candidate will gain basic skill training in Raiser's Edge software. Desired Corporate Values: Family First Team Member/Player Honesty and Integrity Flexibility, Responsiveness and a Positive Attitude Pro-Activity Respect

**How to Apply:** To Apply: Send cover letter and resume to Cynthia Gemberling:  
Cynthia.gemberling@scottsdalecc.edu

