

**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:** Wish Granting Intern

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

**Job Description:** Wish Coordination: Assists in coordinating the one, true wish of a child with a life-threatening medical condition. These tasks are done at the direction of the Wish Delivery team including director, intake manager, and wish managers. Wish Family Communication: Upon wish completion, the intern may be responsible for collecting all final paperwork from wish granting volunteers and families as well as sending wish family satisfaction surveys. Intern may also contact wish families to collect anecdotal stories and photos used for Foundation marketing/publicity/archiving opportunities. Wish Data Updates: Update wish file with related wish information using Raiser's Edge program. Raiser's Edge Projects: Reviewing, creating, and uploading forms to wish profiles. (Training provided.)

**Experience:** -Passion for the mission -Area of study in social work, communications or business a plus. -Computer knowledge – Microsoft Office, search engines, etc. accurate typing skills - Professional communication skills, phone etiquette. -Flexibility working with diverse groups – wish families, volunteers, staff -Bi-lingual (Spanish) a plus. -Minimum 20-hour work week desired.

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

