

**Make-A-Wish Foundation®
of Oregon**

Also Serving Clark County, Washington
2000 SW 1st Avenue Suite 410
Portland, Oregon 97201
503-292-2280
800-934-WISH
503-292-9423 fax
www.orwish.org



Development & Communications Internship – Spring 2010

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

Overview: Born in 1980 when a group of caring individuals helped a young boy fulfill his dream of becoming a police officer, the Foundation is now the largest wish-granting charity in the world, with 65 chapters in the U.S. and its territories. The Oregon chapter serves children, ages 2 ½ through 17, that live in Oregon and Clark County, Washington, and has granted more than 2,000 local wishes since it began in 1983.

Internship: The Development & Communications department at the downtown Portland office is searching for an intern for Spring 2010. This unpaid internship opportunity will enhance the student's communications, marketing, public relations, and fundraising skills, which can be utilized in future for-profit or non-profit work experiences. This internship may count for college credit as the university or college allows.

Desired Qualifications and Skills:

- Junior or Senior undergraduate student, or recently graduated, with a degree in communications, marketing, business, English, or related field.
- Excellent communication and organizational skills; proven writing experience a plus.
- Ability to work within deadlines and in a professional manner.
- Experience with the Internet, Microsoft Word and Excel required. Skills with Power Point, In Design, Photoshop, or other design/layout programs a plus.
- Must have personal transportation to and from the downtown Portland office; parking/public transportation reimbursement of \$50 maximum per month.
- Willing to receive background check and sign confidentiality agreement.

Availability: 15 – 20 hours per week for 12 weeks (*Requirement: minimum 200 hours*)

- Internship available for **March/April through May/June**, depending on student's academic schedule. Other opportunities available in summer, fall, winter.
- Three to five days per week, depending on schedule and school requirements.

Responsibilities: Assist the Development & Communications department with:

- Media events and promotions
- Radiothon in Medford
- *Waffles & Wishes* breakfasts in Portland and Eugene
- *Walk for Wishes* in Salem
- Communications efforts such as press releases, media tracking, website copy, etc.

To Apply: Email these items to **Kelly O'Malley-McKee** (Kelly@orwish.org) by **March 1:**

- Cover letter (*include your preferred start / completion dates based on school schedule*)
- Current resume (*including relevant classes / projects*)
- Two writing samples (*and two design samples in PDF if you have layout experience*)
- Three references (*contact info and relationship to applicant*)

Share the Power of a Wish®