

Title: Medical Outreach and Wish Support Intern

Summary: This internship position has two primary objectives: to strengthen relations with the referral community to encourage more wish granting in Arizona and to begin the wish journey for families by sharing wish approval and working with assigned volunteer wish granters. Desired outcomes of this internship experience will include stronger communication skills, increased attention to detail in data maintenance and project organization, greater understanding of Make-A-Wish qualifying medical conditions, and heartfelt opportunities in positively affecting the life of a child with a life-threatening medical condition.

Responsibilities:

Referral Intake and Medical Outreach

- Completes initial phone interview with caregivers of new wish children.
- Follows-up with medical staff on missing electronic forms.
- Conducts follow-up with wish families regarding paperwork.
- Assist in researching potential new referral sources throughout Arizona.
- Prepares and co-facilitates medical outreach presentations and events.
- Considers new medical outreach tools and endeavors.
- Assist in creating referral recognition gifts and activities.
- Assist in building medical outreach newsletter.

Wish-Granting

- Assist in assigning wish kids eligible to receive a wish a volunteer wish team.
- Assist in conducting initial visit follow up with volunteer wish team.
- Assist in planning and facilitating wish granting related events, if need be.
- Assist with donor and volunteer recognition initiatives.
- Assist with the Wish Family Welcome Orientation.
- Provide follow up communication to wish families.

Desired Qualifications:

- Passion for the mission
- Area of study in social work, human development, psychology, communications, or business.
- Computer knowledge – Microsoft Office, Excel, online search engines.
- Professional communication skills, phone etiquette.
- Flexibility working with diverse groups – wish families, volunteers, staff
- Bilingual (Spanish) is a plus.
- Minimum 20-hour work week is desired.

THIS POSITION IS UNPAID