



Make-A-Wish® creates life-changing wishes for children with critical illnesses. We believe that a wish experience can be a game-changer for a child with a critical illness. We grant wishes to change the lives of the kids we serve. Our vision is to grant the wish of every single eligible child. We strive on the impact of a wish. Wishes not only impact the child, but also everyone else involved in the wish process – including family members, volunteers, donors, sponsors medical professionals and communities.

Make-A-Wish began in April 1980, in Phoenix, Arizona, when a group of individuals came together to grant the wish for Chris Greicius. Chris was a very sick child at the age of 7. Chris had always wanted to be a policeman, but because he suffered from Leukemia, this dream seemed unlikely. When this group of individuals learned of Chris’s condition, they worked together to make him an honorary state trooper for the day. He received his own badge, uniform and helmet. Chris had the chance to ride in a patrol car and helicopter. He even wrote citations for jaywalking pedestrians. At the end of this ideal day, Chris stated “This has been the best day of my life.” Sadly, he passed away short after that. Chris received a full police funeral with honors and was buried in his uniform.

With that, Make-A-Wish was born. The initial thought was to grant wishes for other sick children in the Phoenix area. However, as word began to spread and the media coverage took off, public interest grew and people throughout the United States and other countries came together in hopes of forming their own local chapters. In 1984, Make-A-Wish® America was formed to oversee the development of and to provide support to all individual chapters.

Make-A-Wish® Ohio, Kentucky and Indiana Chapter was formed in 1983, originally founded in Northeast Ohio. It was the seventh chapter of the organization. This chapter is now headquartered in Columbus, OH with six regional offices in Cleveland, Columbus, Cincinnati, Louisville, Indianapolis, and Toledo. The Cleveland regional office is located at:

6060 Rockside Woods Boulevard
Suite 315
Independence, OH 44131



WISH PROGRAM INTERNSHIP

Internship Description

A wish program intern experiences first hand the heart of the Make-A-Wish[®] mission.

- Support the wish team with all aspects of wish planning
- Research products and experiences to create meaningful wishes
- Coordinate travel aspects of the wish
- Prepare and send wish itineraries
- Request in-kind donations and assist with stewarding in-kind donors
- Create touch points of the wish journey
- Update pertinent information in software database to maintain accurate records
- Communicate with medical professionals, wish families and volunteers
- Prepare communication packets for wish families
- File and catalogue completed wishes, children's photos, etc.
- Support multiple departments with internal events
- Participate as a productive member of the team
- Answer telephones and dispense appropriate messages and incoming faxes
- A special project may be designed specifically for the semester of study that will have timelines for completion. This will be determined on a case-by-case basis.
- Operate within the policies and procedures established by the National Office and local Make-A-Wish chapter



Qualifications

Skills necessary for this role include:

- Manage and prioritize multiple tasks effectively; strong organizational, project and time management skills
- Detail-oriented and well-organized
- Excellent communication and customer service skills
- Strong creative thinking and writing skills
- Professional attitude and appearance
- Experience with software databases preferred (Raiser's Edge, Salesforce)
- Proficient in MS Word, MS Excel, MS PowerPoint, MS Publisher and MS Outlook
- Student in a related-major degree program (preferred)
- Able to successfully work in a collaborative, team-oriented environment
- Commitment to and a passion for the work of Make-A-Wish

How to Apply

- **Location:** Cleveland, OH
- **Salary:** This is an unpaid internship. College credit may be offered.
- **Hours:** May vary based on student's availability.
- **Deadline to apply:** This is an ongoing internship opportunity offered each semester.
- **Application Instructions:** To apply for an internship, please submit your resume to curycki@oki.wish.org.

