

Internship Program



Jeremy Bloom's Wish of a Lifetime (JBWOL)'s mission is to inspire an entire generation and to create a cultural shift on how we view aging. Our belief is that growing older doesn't mean you have to stop dreaming and living a life of purpose.

By granting lifelong wishes to senior citizens in need who have overcome tremendous challenges in their own lives, our foundation is able to spread its inspirational stories of hope. [JBWOL](#) is a National organization based in Denver, Colorado started by two time Olympic Skier and NFL football player Jeremy Bloom

Eligibility: The internship program is designed for individuals with the goal of being a leader in the non-profit sector. The purpose of the internship program is to help further cultivate their skills through a real-life work experience. We believe that participation in this opportunity will help the intern gain skills and experiences such as the ability to organize work, communication skills, fundraising, and overall, an understanding of a non-profit organization.

Positions: This internship provides the opportunity to learn about working in the non-profit sector with a focus in a specific area. Areas of focus include:

- Event Planning/Fundraising - 1 position per session
- Community Event - 1 position per session
- Volunteer Management - 1 position per session
- Marketing/Communications - 1 position per session
- Donor and Prospect Research - 1 position per session
- Wish Fulfillment Program - 3 positions per session
- Senior Resource Research - 1 position per session
- Grant Management and Research - 1 position per session
- High School Internship – 2 positions per session

Please see separate job descriptions for more detail on specific areas

Details:

- All positions are based in the Denver, Colorado office with the exception of a Wish Fulfillment Internship based in the Dayton, OH area
- There are 3 sessions annually for internships
 - Fall/Winter September 13, 2010 – December 10, 2010 (15 weeks)
 - Winter/Spring January 10, 2011 – May 13, 2011 (18 weeks)
 - Summer June 6, 2010 – August 19, 2011 (11 weeks)
- Accommodations will be made for holidays and school breaks
- Interns are expected to follow the JBWOL personnel handbook and are responsible for fulfilling the time commitment as noted
- All internships are unpaid and after 150 hours interns can apply for paid position. Interns will not be considered for paid position if the time requirement has not been met.
- All Summer Internships are all 30 hours per week
- Interns are responsible for their own transportation and housing

Qualifications:

- Knowledge of the non-profit sector, either through coursework or employment experience
- Excellent communication skills with the ability to confidently and clearly communicate information verbally and in writing
- The ability to maintain a high level of confidentiality with information that will be obtained in the daily interactions.
- Proficiency in all MS Office programs with an emphasis on MS Word, Excel, and internet research tools
- Excellent written and verbal communication skills
- Some volunteer experience preferred, although not required

Application Process

- Please submit a cover letter and resume/work history via email or fax
 - Volunteer@wishofalifetime.org
 - Fax: 303-200-7583
 - No phone calls please
- We are interested in learning the following about you:
 - Position of interest
 - Academic and career goals
 - Skills, experience, coursework relevant to the internship
 - Employment history
 - Any information that you think will help explain why you should be chosen for this internship
 - How do you think we can change the attitude towards senior citizens in the United States
 - Do you have a favorite senior citizen?
 - Availability and schedule (to the best of your ability)
- Applications will be accepted until suitable candidate is chosen for each position
- Interview schedule
 - August for Fall/Winter Session
 - December for Winter/Spring Session
 - April for Summer Session

Event Planning/Fundraising Internship

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Responsibilities:

- Maintain all data
 - Tickets/Tables
 - Sponsors
- Send out responses to ticket purchasers
- Coordinate all Committee meetings
 - Schedule
 - Meeting minutes
 - Ensure committee members have what they need
- Solicit auction items
 - Provide and assist committee/board in the solicitation of auction items
 - Prepare materials
 - Provide guidance and necessary materials to committee
 - Coordinate Online Auction
 - Coordinate AES
 - Oversee display of auction at event
 - All follow-up

General

- Other duties as assigned
- All interns are expected to spend a portion of their time engaged in administrative support to staff and Board of Directors

Special Qualifications:

- Event Planning experience a plus
- Fundraising experience a plus (even if you raised money for a walkathon/bikeathon counts!)

Reports to Executive Director

Minimum time commitment: 15 hours per week

Donor/Prospect Research Internship



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Responsibilities:

- Data entry & management
- Researching current and prospective donors
- Gaining practical knowledge of the E-Tapestry database
- Learning about donor cultivation and stewardship, including acknowledging contributions
- Helping with donor mailings
- Assisting with drafting and compiling fundraising materials
- Pull data and create reports
- Research potential online and other fundraising initiatives

General

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Reports to Assistant Director

Minimum time commitment: 10 hours per week

Volunteer Management Internship

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Responsibilities:

- Update online volunteer postings
- Research volunteer fairs and other outreach events
- Develop recruitment materials
- Perform outreach in the community
- Assist with event planning

General

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Reports to Assistant Director

Minimum time commitment: 10 hours per week

Marketing/Communication Internship



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Responsibilities:

Marketing

- Work with ED to post wishes via social media, web and other avenues
- Coordinate distribution of Wish Boxes
- Disseminate information on wish program to appropriate locations

Public Relations:

- Assisting with inquiries and requests from regional and national media outlets
- Maintaining media asset libraries including wish stories, photographs and video
- Prepare news releases and other media materials for distribution to media outlets, primarily via e-mail through a media.
- Ensure that proper permission has been gathered from all sources
- Assist in editing/writing wish stories, Web content, press releases, brochure copy, ad copy, internal & external newsletters (both print and electronic).
- Assist in editing internal program documents (manuals, fact sheets, conference scripts).
- Find and secure permissions to use stories, documents and media assets
- Collect and catalog wish stories, photographs, video, art, etc. from a variety of sources, including chapter Web sites and submissions, sponsors, and media
- Provide administrative support to PR committee

General

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Reports to Executive Director

Minimum time commitment: 10 hours per week

Wish Fulfillment Internship

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Responsibilities:

- Call and meet with Seniors to determine wish
- Schedule and coordinate all interested parties for wishes
- Solicit, purchase or make necessary arrangements for each wish as assigned
- Oversee the facilitation of wish
- Provide information and visuals for wish

General

- Other duties as assigned
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Reports to Regional Wish Coordinator

Minimum time commitment: 15 hours per week

Grant Management Internship

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Responsibilities:

- Research potential grants
- Determine funding schedule
- Prepare and coordinate all proposals
- Steward all foundations – prospects and grantors

General

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Reports to Assistant Director

Minimum time commitment: 15 hours per week

Senior Resource Research Internship

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Responsibilities:

- develop a comprehensive database of resources for Seniors
- Communicate potential resources to Seniors who do not qualify for wishes via JBWOL

General

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Reports to Assistant Director

Minimum time commitment: 10 hours per week

High School Internship

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This is a special internship for two Denver based high school students. Students will work on special projects with senior citizens.

Reports to Assistant Director

Minimum time commitment: 10 hours per week

Community Events Internship

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Responsibilities:

- Development a Community/3rd Party Event packet
- Market the program to encourage groups and individuals to host their own community/3rd party events to raise funds for JBWOL
- Develop application
- Interview and coordinate all Community/3rd Party events

General

- Other duties as assigned
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Reports to Assistant Director

Minimum time commitment: 10 hours per week