

JOB ANNOUNCEMENT

Bilingual Wish Coordinator Make-A-Wish® Orange County and the Inland Empire

JOB SUMMARY:

This position is responsible for supporting the Wish Department. The Wish Coordinator must have a passion for Make-A-Wish. This is a part-time position at our Riverside location within the wish department that reports directly to the Wish Manager

JOB/POSITION RESPONSIBILITIES:

- Plan and coordinate all aspects involved in the wish process, including but not limited to: transportation, accommodations, services, medical equipment and itineraries using best practice guidelines as outlined in local chapter and National policy and procedure guidelines.
- Communicate with health care professionals, volunteers and family members to ensure each wish proceeds in the best interest of the child.
- Update and keep current wish databases, any spread sheets, as well as equivalent paper and electronic files on each child including entry into Blackbaud system.
- Assist with maintaining relationships with vendors and chapters.
- Establish budgets for each wish with direction from Wish Manager.
- Monitor progress of each wish and ensure wish moves forward in a timely manner.
- Assist with other program support tasks as assigned.

JOB/POSITION QUALIFICATIONS:

- High School Diploma or GED required (College Degree Preferred)
- Bilingual required (Spanish.)
- Experience in related fields including the nonprofit sector
- Excellent computer and computer software skills with specific emphasis on Microsoft Office, Word, Excel, and internet search programs and e-mail communication.

COMPENSATION:

Compensation is commensurate with experience. Salary range: \$13-14.00 per hour.

TO APPLY:

How to apply: Send a COVER LETTER and resume (include 3 references) to mgallagher@wishocie.org (Use the subject line: "Bilingual Wish Coordinator – your name")

Resumes will be accepted until 5 p.m. on Sunday, November 11. Interviews will be conducted during the week of November 12, 2018. Position will start as soon as possible.

No phone calls please.