

## **JOB ANNOUNCEMENT**

### **Bilingual Wish Coordinator (Part-time) 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 within the wish department that reports directly to the Wish Manager. This position will work at our Irvine location.

#### **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; spread sheets, paper and electronic files, and entry into the Blackbaud system for each child.
- Assist with maintaining relationships with vendors and other Make-A-Wish chapters.
- Establish budgets for each wish with direction from the Wish Manager.
- Monitor progress of each wish and ensure wishes 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; nonprofit sector preferred
- 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: \$13-14.50 per hour.

#### **TO APPLY:**

How to apply: Send a COVER LETTER and resume (include 3 references and salary requirements) to [mgallagher@wishocie.org](mailto:mgallagher@wishocie.org) (Use the subject line: "Part-Time Bilingual Wish Coordinator – your name")

Resumes will be accepted until 5 p.m. on Friday, February 16, 2018. Position will start as soon as possible.

No phone calls please.