

JOB ANNOUNCEMENT

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)
- 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: \$12.50 – \$13.50 per hour.

TO APPLY:

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

Resumes will be accepted until 5 p.m. on Friday, May 4, 2018. Position will start as soon as possible.

No phone calls please.