



JOB ANNOUNCEMENT

Volunteer Services Manager – Full Time Make-A-Wish Orange County and the Inland Empire® Riverside, CA or Irvine, CA office

Come join the Make-A-Wish family where you can bring hope, strength, and joy to children with critical illnesses. We are looking for a Volunteer Services Manager. This position is responsible for managing the Volunteer Department and helping form strategies to support continued growth

JOB/POSITION RESPONSIBILITIES:

- Excellent verbal and written communication skills.
- Strong supervisory skills including managing and training volunteers and employees.
- Ability to speak publicly to train and recruit volunteers.
- Ability to maintain composure under pressure or stressful situations.
- Time management skills with the ability to prioritize and coordinate multiple projects against competing deadlines.
- Excellent organizational skills.
- Creative thinker and self-starter.
- Excellent computer skills including - Microsoft Office, Word, PowerPoint, Excel and Outlook.
- Ability to handle challenging situations with diplomacy and tact.
- Knowledge in using Blackbaud/Raiser's Edge database system preferred.
- Ability to work a flexible schedule – including some weekends and evenings.
- Must have a commitment to and passion for the work of Make-A-Wish.

JOB/POSITION QUALIFICATIONS:

- College Degree preferred.
- Excellent interpersonal and communications skills.
- Knowledge and experience in supervision and management.

COMPENSATION:

Compensation is commensurate with experience. Salary range: \$18 - \$21 per hour.

Benefits include:

- up to a 4% 401k employer match
- employer provided life insurance policy
- dental coverage
- employer contributions towards employee medical coverage
- AND an amazing work environment!

TO APPLY:

How to apply: Send a COVER LETTER and resume (include 3 references) to mgallagher@ocie.wish.org (Use the subject line: "Volunteer Services Manager- your name")

Resumes will be accepted until 5 p.m. on February 19, 2020. Position will start as soon as possible.

No phone calls please.