



“Together, we create life-changing wishes for children with critical illnesses.”

JOB ANNOUNCEMENT

Bilingual Medical Outreach Coordinator (Full Time) Make-A-Wish Orange County and the Inland Empire®

The Bilingual Medical Outreach Coordinator is a key role within the Make-A-Wish Orange County and the Inland Empire chapter and integral to our mission to grant every eligible child’s wish. This position will be responsible for overseeing all aspects of the referral and eligibility process for our Wish Kids as well as participating in medical outreach opportunities throughout our territory. S/he will speak both English and Spanish fluently and will report directly to the Vice President of Mission Delivery in our Irvine office location. We are looking for someone who is ready to make an impact and is passionate about the Make-A-Wish mission.

Essential Job/Position Functions:

- Coordinate referral intake and qualification process.
- Communicate with health care professionals, volunteers, and family members to ensure each wish moves efficiently through the wish process.
- Update and keep current wish referral metrics in our databases; spread sheets, paper and electronic files, and entry into the Blackbaud system for each child.
- Assist with maintaining relationships with medical referral sources and other Make-A-Wish chapters.
- Monitor progress of each wish and ensure wishes moves forward in a timely manner.
- Assist with wish approval process.
- Support Chapter Medical Advisory Council in conjunction with VP of Mission Delivery.
- Assist with other program support tasks as assigned.

Job/Position Qualifications:

- 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.

Working safely is a condition of employment. Make-A-Wish Orange County and the Inland Empire is a drug-free workplace.

The employee will be expected to work the hours necessary to meet the position requirements. Must be able to lift 25lbs.

Compensation is commensurate with experience.

TO APPLY:

Submit cover letter and resume to jobs@ocie.wish.org
Subject line should read “Medical Outreach Coordinator”

No phone calls please.