



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

## **JOB ANNOUNCEMENT**

### **Wish Coordinator – Full Time/Non-Exempt Make-A-Wish Orange County and the Inland Empire®**

At Make-A-Wish Orange County and the Inland Empire, we grant life changing wishes to children with critical illnesses. The Wish Coordinator position is at the core of our organization and plays a vital role for us to make our Mission possible. As a Wish Coordinator, you will be responsible for organizing and helping execute wishes so that our Wish kids can experience life changing joy that a granted wish can have. This position will report to our Wish Manager. S/he will also collaborate with colleagues across our Wish team as well as with other departments across the organization. We are looking for a highly talented and passionate individual who can balance the tactical elements of this critical function.

#### **Essential Job/Position Functions:**

- 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 Vice President of Mission Delivery.
- 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:**

- College degree preferred
- Bilingual (Spanish) 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.
- Ability to speak, read, and write in English.
- Requires a passion for and commitment to the work of Make-A-Wish.
- The ability to drive a car, lift 25 pounds in and out of a vehicle, sit and work at a computer or stand for periods of time.

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.

Make-A-Wish Orange County & the Inland Empire is committed to championing diversity, equity, and inclusion, fostering an organization that is accessible and welcoming. Make-A-Wish is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran

status, or any other legally protected characteristics. Make-A-Wish Foundation is committed to providing reasonable accommodations, as required by law.

**TO APPLY:**

Submit cover letter and resume to [jobs@ocie.wish.org](mailto:jobs@ocie.wish.org)

Subject line should read "Wish Coordinator"

No phone calls please.