



Bilingual Wish Coordinator Job Description

Reports to: Wish Manager

Full-time, exempt position

Job Summary:

The Wish Coordinator is responsible for the daily oversight and implementation of the specific wishes to which he/she has been assigned. Additional responsibilities include assisting the Wish Manager and Vice President in all aspects of mission delivery including but not limited to, monitoring wish files, database work, planning wish activities, communicating with medical professionals, working with volunteers, and general office support.

Essential Functions:

- Coordinate wishes in their entirety within the established policies and procedures
- Assist Wish Manager with day-to-day operations of the department
- Perform data entry related to wish and budget information
- Communicate with medical contacts, volunteers, and wish families as needed
- Identify and secure in-kind resources for wish granting purposes
- Coordinate and/or assist with Wish Discovery Parties
- Serve as 24-hour emergency contact for wish families

Qualifications:

- Bilingual- English/Spanish required
- BA/BS degree (or working toward) in related field preferred
- Excellent verbal and written communication skills
- Strong organizational skills
- Strong customer service skills
- Experience in a professional office setting
- Must have valid driver's license and auto insurance
- Ability to travel within San Diego and Imperial Counties

Compensation

Starting salary is \$40k annually plus benefits

To apply: please send resume and cover letter to jobs@sandiego.wish.org by June 17, 2019. Subject line should read "Bilingual Wish Coordinator." No calls please.

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.