



**Make-A-Wish Foundation® of Metro New York and Western New York
COORDINATOR, WISH ASSIST**

Job Title: Coordinator, Wish Assist	Location: Lake Success, NY
Reports to: Manager, Wish Assist	
Type of position:	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<p><u>Reporting Summary:</u> The Wish Assist Coordinator reports directly to the Wish Assist Manager, and works closely with interns, volunteers, and program staff.</p> <p><u>General Summary:</u> The Wish Assist Coordinator is responsible for planning complete experiences for visiting wish children in the Metro New York area. Duties include working with other Make-A-Wish Chapter staff, Wish Granting volunteers and local vendors to coordinate aspects of a wish trip.</p> <p>This is a detail-oriented and creative role that requires collaboration with the Wish Assist Manager, national and international chapter affiliates, and local vendors to create individualized wish experiences for children from around the world.</p> <p><u>Essential Job Functions and Abilities:</u></p> <ul style="list-style-type: none"> • Create and keep current data base records of all wish assists, community partners, and vendors • Create wish itineraries summarizing all details of the wish • Maintain an accounting of expenditures, in-kind donations, and reimbursements • Coordinate aspects of the wish, including but not limited to transportation, accommodations, medical equipment, activities, and volunteer assistance • Research cost effective options and facilitate in-kind donations to minimize wish cost • Review and process new assists to ensure all necessary information is received and database records are created. • Work with other Make-A-Wish chapters to determine details of each wish, and provide information and recommendations to promote wish quality, equity, and adherence to policies, guidelines and procedures established by the National Office and local chapter guidelines. • Demonstrated ability in solution finding, working well under pressure and responding to crisis. • Available to respond to wish emergencies on a rotating 24-hour schedule. <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • BA/BS or Associates Degree • Organizational skills and attention to detail • Able to effectively manage time and work to deadlines • Excellent verbal and writing skills 	



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- Able to communicate with and work well with diverse populations
- Quick learner with excellent computer skills (Microsoft Office Suite, Raiser's Edge, and Salesforce)
- Possess a positive attitude, creativity and flexibility and services available
- Compassion and passion for the Make-A-Wish mission
- Comfortable speaking in public or addressing group is a plus.

Additional Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside of their normal responsibilities as needed. The employee is expected to adhere to all company policies.

How to Apply

Interested candidates should submit a cover letter with salary requirements and resume to info@metrony.wish.org by **Friday, June 1st**.