



## **JOB POSTING**

**Title: Wish Coordinator**

Status: Part-time - 20 hours weekly

Make-A-Wish® Northeast New York

Opening Date: May 12, 2017

Closing Date: June 1, 2017

### **POSITION SUMMARY:**

Responsible for the planning and implementation of all Disney and most special gift wishes, and for providing administrative support to the wish granting program overall.

### **ESSENTIAL RESPONSIBILITIES:**

1. Manage the planning and implementation of all Disney wishes and most special gift wishes, consistent with the appropriate wish policies and guidelines.
2. Assist the Wish Manager with preparation of wish budgets and financial requests associated with those wishes.
3. Assist the Wish Manager with wish program data entry, analysis, and preparation of program reports pertaining to those wishes, including the Wish Pipeline Report and Wish Budget Compliance Reports.
4. Assist the Wish Manager with oversight of pending Disney and special gift wishes, including contact with wish granters as necessary to move the wish granting process along in a timely manner.
5. Prepare itineraries and other collateral materials associated with Disney and special gift wishes.
6. Provide administrative support to the Mission Delivery Team as needed.

### **QUALIFICATIONS:**

#### **Education:**

- Bachelor's degree (preferably in human service related area).

#### **Experience:**

- Minimum two years of experience in health and human services administration, social work, social services, child life services, community health, public health, or a related field.

#### **Physical/Sensory Requirements:**

- Ability to meet the physical demands of the position (i.e. frequent bending, stooping, lifting, standing, sitting, typing, etc.)
- Ability to sit for extended periods of time, to stand, to walk, to use hands to touch, grasp, and handle, to talk, to hear and to perform repetitive motions of the hands and/or wrists.
- Close mental and visual attention required. Includes significant use of a computer terminal for data entry, research, and analysis of information.

**Key Competencies:**

- Demonstrated ability to communicate effectively in written and oral forms.
- Demonstrated ability to relate to and work effectively with others, and to build and sustain productive long-term relationships.
- Demonstrated ability to set and manage multiple priorities and projects, to maintain effectiveness under pressure, and to achieve objectives.
- Demonstrated ability to work collaboratively with a diverse group of constituents (e.g., volunteers, work colleagues) in a team-oriented atmosphere.
- Ability to maintain a sense of optimism tempered with a realistic perspective of difficult family situations and dynamics that may be encountered.

To apply for this position, send cover letter and resume to:

William C. Trigg, III, Ph.D.

Chief Executive Officer

Make-A-Wish Foundation of Northeast New York

[wtrigg@neny.wish.org](mailto:wtrigg@neny.wish.org).