

Make-A-Wish Foundation® of Massachusetts and Rhode Island Medical Outreach Coordinator

The Make-A-Wish Foundation of Massachusetts and Rhode Island has an immediate opening for a Medical Outreach Coordinator based in our Boston office.

The primary responsibilities of the Medical Outreach Coordinator are as follows; coordinating and administrating the medical outreach efforts for organization. Other key responsibilities and duties include coordinating/managing referral intake and qualification process of referral information into database, interacting with families and referral sources as needed relative to the referral process. Additionally, the coordinator is responsible with planning and implementing hospital and other outreach events throughout our two-state territory. The coordinator, as a member of the staff team, will be required to handle a variety of administrative and other tasks to support the operations of this fast paced office.

The ideal candidate will have strong administrative, excellent interpersonal and communication skills, will be detailed oriented, resourceful, and have an ability to handle multiple projects in a fast-paced environment.

Bachelor's Degree required. Spanish speaking preferred. Basic knowledge of Arabic helpful.

Interested candidates should forward a cover letter and resume to:

**Medical Outreach Coordinator Search Committee, Make-A-Wish Foundation of
Massachusetts and Rhode Island, One Bulfinch Place, 2nd Floor Boston, MA 02114.
(617) 367-1059 (fax) or boston@massri.wish.org. No Phone calls, please.**