**JOIN OUR TEAM!**

Make-A-Wish® Wyoming works to grant the wishes of children battling critical illnesses across the state. Since its founding in 1985, the chapter has granted the wishes of more than 600 Wyoming children.

**POSITION:** Program Coordinator

# JOB SUMMARY

Our program coordinator works to provide an exceptional experience for the wish families we serve and the dedicated volunteers who give their time to make wishes possible. The program coordinator is responsible for the process of granting a child’s wish from the point of the wish being determined through the completion of the wish, working with volunteers and vendors to bring all pieces together. The program coordinator will also help secure in-kind donations to support wish granting. Position works with oversight and guidance from the Director of Program Services and Chapter CEO.

# RESPONSIBILITIES

* Coordinate the wish-granting process, including booking travel, sourcing vendors, tracking financials, preparing itineraries, processing wish documents and legal forms and crafting itineraries as well as serving as the on-call contact for wishes in progress
* Assist Director of Program Services in wish granting initiatives and building community relationships
* Work closely with volunteers throughout wish granting process to maximize wish impact
* Collaborate with communications and fundraising staff to engage supporters
* Create and maintain accurate records
* Some travel necessary
* Other duties as assigned

# REQUIRED SKILLS & ABILITIES

The ideal candidate will be:

* Proficient with Microsoft Office Suite
* Experienced with project management and database management
* Positive and compassionate
* Able to communicate effectively as a speaker and writer
* Committed to maintaining confidentiality
* Organized and detail-oriented
* Customer service-oriented
* High energy, enthusiastic and capable of working with a diverse group of staff, wish families, volunteers, board members and donors
* Mission-focused with the desire to make a difference
* Able to adapt approach and demeanor in real time to match the shifting demands of situations
* Able to operate effectively in the workplace, even when things are not certain
* Able to make sense of complex, high-quantity and sometimes contradictory information to solve problems
* Able to build partnerships and work collaboratively with others to meet shared objectives
* Able to develop and deliver a variety of communications that convey a clear understanding of the needs of different audiences
* Able to take on new opportunities and challenges with a sense of urgency, high energy and enthusiasm
* Able to consistently achieve results even under tough circumstances
* Able to plan and prioritize work to meet commitments aligned with organizational goals

# PREFERRED EXPERIENCE

* Experience in customer service
* Experience in the nonprofit sector

# JOB LOCATION

Casper, WY

# POSITION TYPE

Full-Time Hourly, DOE

Benefits include vacation, health insurance, dental insurance and SIMPLE IRA match Please submit your cover letter and resume to:

Make-A-Wish® Wyoming 236 W. First St.

Casper, WY 82601

Or email your application materials to [info@wyoming.wish.org](mailto:info@wyoming.wish.org)