



Bilingual Wish Administrative Assistant Job Description

Reports to: Director, Wishes

Full-time, Non-exempt

Job Summary

The Bilingual Wish Administrative Assistant provides general support to the wish planning team by assisting with phone and email communications, financial tracking, and other duties as assigned.

Essential Functions

- Perform data entry related to wish information
- Communicate with wish families, volunteers, and vendors as directed
- Gather paperwork from wish families and follow up on missing documents in a timely manner
- Conduct research and info-gathering for specific wishes
- Create wish idea collages
- Assist with gathering receipts and other financial documentation for wish expenses (both cash and in-kind)
- Maintain wish records in the organization's database
- Assist wish planning staff with specific tasks as needed
- Other administrative duties as assigned

Qualifications

- BA/BS degree (or year-over-year working experience) in related field preferred
- Bilingual (Spanish/English) required
- Strong attention to detail and well organized
- Strong interpersonal skills, effective written and verbal communication skills
- Customer service mindset
- Experience in an office environment, understanding of professional phone skills, familiarity with email, Microsoft applications, and other basic equipment
- Must have valid driver's license, insurance, and a dependable vehicle with the ability to travel locally

Compensation: This is an hourly position with a pay range of \$19.62-\$21.97/hour DOE.

To apply: Please send resume and cover letter to Danielle Lopez at dlopez@sandiego.wish.org

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