

Make-A-Wish® Alaska & Washington
JOB DESCRIPTION

Job Title: Wish & Administrative Coordinator
Full-Time (30 hours per week), Non-Exempt Position

Reports To: Wish & Community Advancement Manager

Job Summary: Coordinates wishes for Alaskan children and wish assists for children wanting to visit Alaska and as well as regional advancement programs with local donors. Oversees regional administrative and support functions.

Date Revised: April 16, 2024

ADVANCEMENT, COMMUNITY RELATIONS & COMMUNICATIONS - 35%

- Ensure the confidentiality and security of proprietary and donor information.
- Coordinate regional Giving Tree Program.
- Coordinate various donor stewardship programs in Alaska.
- Support Happiness Hour fundraiser and other events.
- Attend and present at workplace giving fairs to engage employees and solicit new support.
- Provide professional representation and support on behalf of Make-A-Wish at events and promotions, as needed.
- Maintain and utilize all professional relationships for the advancement of Make-A-Wish.

ADMINISTRATIVE AND SUPPORT FUNCTIONS - 30%

- Ensure necessary resources are relevant, organized and available to staff.
- Ensure electronic administrative resources are relevant, organized and regularly updated.
- Responsible for facility related functions including property and office management issues, supply maintenance and ordering, mail-related functions and processing of cash and check deposits and credit cards.
- Responsible for overall office organization. Ensure that common spaces are clean, organized and professional.
- Oversee bi-annual Cleaning Days.
- Primary person responsible for office administration including front desk/greeting service and answering all incoming calls.
- Manage Donor Chalk Wall, including cleaning board and soliciting list of donors or office needs from Wish & Community Advancement Manager.

PROGRAM MANAGEMENT - 30%

- Responsible for the project management, delivery, and completion of wishes and wish assists as assigned. Manages a caseload of 15-20 wishes.
- Responsible for overall management, tracking and documentation of Alaska Wish Boost program.
- Assist coordinators in researching potential wish types and vendors, as needed.
- Learn and adapt to new technology as it becomes available.
- Other duties as assigned.

MEDICAL OUTREACH SUPPORT - 5%

- Visit regional hospitals and clinics as needed to promote increased wish referrals, as needed.
- Assist with other regional outreach strategies, as needed.

Western Washington

811 First Avenue
Suite 620
Seattle, WA 98104
P. 800.304.9474

Eastern Washington

104 S. Freya Street
Yellow Flag Bldg, Suite 207
Spokane, WA 99202
P. 888.790.7005

Alaska

430 W. 7th Avenue
Suite 110
Anchorage, AK 99501
P. 844.510.9474

RECOMMENDED QUALIFICATIONS

- 2 or more years of related professional work experience.
- Ability to manage a wide variety of individual projects and meeting deadlines.
- Proven ability to work effectively in a collaborative, team-oriented organization.
- Highly organized and task-oriented.
- Familiarity with Alaska, the regions, communities, and companies strongly preferred.
- Project management skills highly desirable.
- Customer service experience highly desirable.
- Working knowledge of Microsoft Office.
- Respects, values, and contributes to the organization's commitment to inclusiveness and diversity.

PHYSICAL REQUIREMENTS

- Ability to sit and utilize computer for long periods.
- Physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead.
- Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.
- Physical ability to navigate moderate distances such as at a concert or sporting venue.
- Must work from the Anchorage, Alaska office a minimum of three days a week.
- Local and regional travel may be required, must have reliable transportation; access to personal vehicle strongly preferred.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.

COMPENSATION

This will be a full-time, non-exempt employment position working 30 hours per week which may include occasional evenings. Compensation is \$21-23/hour, dependent upon experience. Make-A-Wish also offers a competitive benefits package.

To apply, email resume and cover letter to jobs@akwa.wish.org by Monday, May 13th at 12pm AKDT. **No phone calls, please.**

DIVERSITY, EQUITY & INCLUSION STATEMENT

At Make-A-Wish Alaska and Washington, we value everyone. We believe that people of any race, color, ethnicity, age, sex, gender identity, gender expression, sexual orientation, neurodiversity, physical and mental health or ability, nationality, faith, religion, socioeconomic status, political ideology, cultural background, military status, or any other aspect that makes them unique are welcome and important. **Together, we are building a community that fosters inclusion and values diversity, so we can equitably grant the wish of every eligible child.**

We are committed to open and honest communication unless it diminishes and dehumanizes others or contributes to the spread of misinformation. We encourage others to do the same and acknowledge these conversations can be difficult. We believe this work enriches our community and makes us stronger together.