

MAKE-A-WISH FOUNDATION OF GREATER LOS ANGELES
JOB DESCRIPTION

Job Title: Operations & Finance Coordinator
Department: Operations
Reports To: Vice President of Operations
FLSA Status: Non-Exempt
Position Type: Part-Time, Temporary (6-month term)

Position Summary: Make-A-Wish GLA, one of the nation's most recognized nonprofits, is seeking a detail-oriented, proactive, and mission-driven Operations & Finance Coordinator to support the VP of Operations in executing day-to-day administrative, financial, and operational tasks. This junior-level role is ideal for someone looking to gain hands-on experience in nonprofit operations and finance while contributing to a meaningful cause. The position is part-time and temporary (6 months), offering flexibility as we assess long-term organizational needs in our new office space.

Key Responsibilities

Operations Support

- Assist with general office administration, including supply management, vendor coordination, and facilities support.
- Help maintain accurate records and documentation for operational processes.
- Support the implementation and tracking of internal policies and procedures.

Finance & Accounting

- Assist with processing invoices, reimbursements, and expense reports through Shared Financial Services (SFS).
- Support payroll preparation and documentation under the guidance of the VP of Operations.
- Help track budget expenditures and maintain financial records for reporting and audit purposes.
- Help keep track of chapter records and make sure important documents are stored properly.
- Assist with basic financial tasks like tracking expenses and helping with reports.
- Support payroll processing, bill payments, and reimbursements through Shared Financial Services.

- Help with day-to-day accounting tasks and assist in preparing information for the national office and auditors.

Project Coordination

- Provide administrative support for cross-functional projects and initiatives led by the VP of Operations.
- Assist in scheduling meetings, preparing agendas, and documenting action items.
- Support data entry and reporting tasks related to operational and financial metrics.

Internal Communication & Culture

- Serve as a point of contact for internal inquiries related to operations and finance processes.
- Help foster a collaborative and inclusive team environment by supporting culture-building initiatives.

Qualifications

Required:

- 1–3 years of experience in an administrative, operations, or finance support role (nonprofit experience a plus).
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook).
- Ability to handle sensitive information with discretion.
- Excellent communication and interpersonal skills.
- A proactive, flexible, and team-oriented mindset.

Preferred:

- Familiarity with accounting software or financial systems.
- Experience working in a nonprofit or mission-driven organization.
- Interest in nonprofit operations, finance, or administration as a career path.

Work Environment

- This is a hybrid role based in Los Angeles, CA.
- Occasional in-office presence may be required for meetings or administrative tasks.
- Flexible scheduling available within part-time parameters.

Compensation

- **Hourly Rate:** The hourly rate is \$20-\$25, 25 hours per week. Commensurate with experience and in accordance with applicable California state wage and hour laws.
- **Benefits:** This temporary position may be eligible for limited benefits, depending on hours worked.

Note: This role is designed as a short-term opportunity to support our transition into a new space and evaluate long-term staffing needs. The temporary nature of the position allows for flexibility and mutual fit without the need for formal performance improvement processes.

Interested applicants should email resume and cover letter in PDF format to: hr@la.wish.org