Make-A-Wish
ALASKA AND WASHINGTON

**Job Title:** **Wish & Administrative Coordinator**

Part-Time – 25 hours a week, Non-Exempt Position
**Supervisor:** Wish & Community Advancement Manager
**Job Summary:** Coordinates wishes for Alaskan children and wish assists for children wanting to visit Alaska. Oversees regional administrative and support functions and assists with regional advancement programs with local donors.
**Date Revised:** November 10, 2026

## MISSION

*Together, we grant wishes to children with critical illnesses.*

## VISION

*To grant the wish to every eligible child.*

## VALUES

***Inclusion*** *— We are dedicated to building a welcoming and accessible environment to honor, connect and advocate for our diverse community.*

***Joy*** *— We strive to bring happiness and inspiration into the lives of all those who are touched by our mission.*

***Excellence*** *— We focus on a people-centered approach to deliver hope-filled and high-quality experiences.*

***Integrity*** *— We work to create a community that reflects honesty, transparency, and authenticity.*

***Collaboration*** *— We approach our work with humility, open-mindedness, and in the spirit of partnership to achieve the greatest outcome.*

## VOLUNTEER & PROGRAM MANAGEMENT -95%

- Responsible for the project management, delivery, and completion of wishes and wish assists as assigned. Manages a caseload of 40-50 wishes.
- Manage and collaborate with wish granting volunteers through completion of each wish project.
- Ability and willingness to research, create processes, and creatively problem solve for wish needs.
- Procure in-kind donations, and support volunteers in their efforts to do the same to support wish granting to meet cash to in-kind goal.
- Manage local resources and steward relationships with local vendors for wish assists and wish enhancements.
- Ensure that Make-A-Wish liability is minimized by obtaining appropriate signatures, releases, and approvals for each wish project.
- Assist Wish Support Coordinator with completion and close out of wish and wish assist files.
- Communicate all exemplary and inadequate volunteer performance to the Senior Volunteer Manager.
- Create and follow approved budgets for each wish project.
- Maintain necessary records in Salesforce WVC database and ensure wish files are maintained and kept up to date.
- Track deadlines related to wishes and clearly communicate those deadlines to wish granting team, volunteers and wish families as necessary.
- Other duties as assigned.

## ADMINISTRATIVE AND SUPPORT FUNCTIONS-5%

- 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.

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## QUALIFICATIONS

- 1 or more years of related professional work experience.
- Ability to manage a wide variety of individual projects and meet deadlines.
- Proven ability to work effectively in a collaborative, team-oriented organization.
- Highly organized and task-oriented.
- Excellent computer and communication skills.
- Project management skills highly desirable.
- Customer service experience highly desirable.

## 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.
- Local and regional travel required, must have reliable transportation; access to personal vehicle strongly preferred.
- Expected to work from the Anchorage office at least 3 days a week.

### *Our Commitment to Diversity, Equity, and Inclusion*

**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.

## APPLICATION INFORMATION

This will be a part-time, non-exempt employment position working 25 hours per week which may include occasional nights and weekends. The pay scale for this position is $25-27 per hour.

To apply, email resume and cover letter to jobs@akwa.wish.org by December 14, 2026. **No phone calls, please.**