

# Make-A-Wish® San Diego

## Wish Department Assistant

### Job Description

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Reports to: VP, Mission Delivery

20-30 hrs/week, non-exempt position

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#### **Job Summary:**

Assist the Wish Department staff, primarily in the area of Wish Assist, including managing wish files, database entry, planning wish details, working with volunteers, and general admin support.

#### **Essential Functions:**

- Help manage wishes for children visiting San Diego from other areas
- Assist with the planning of wish details as well as the close-out of wish files
- Perform data entry related to wish assist
- Communicate with volunteer airport greeters as needed
- Assist with administrative duties for the Wish Department

#### **Qualifications:**

- BA/BS degree (or working toward) in related field preferred
- Strong attention to detail and well organized
- Bilingual (Spanish/English) a plus
- Demonstrated proficiency in interpersonal skills and effective written and verbal communications.
- Display professional and quality customer service skills.
- Ability to use phone, email, computer applications, and other office equipment.
- Must have valid California Driver's License, insurance, and a dependable vehicle with the ability to travel locally.
- Able to lift 50 pounds or more.

**Compensation:** This is an hourly position at a rate of \$15/hour.

**To apply:** send resume and cover letter to [shusby@wishesandiego.org](mailto:shusby@wishesandiego.org). No calls please.