



**Job Announcement
Program Associate**

8/10

The Greater Bay Area Make-A-Wish Foundation® is seeking a compassionate, detail-oriented team player to plan and implement wishes. Reporting to the Program Director, the Program Associate also assists in developing policies and procedures to ensure wishes are fulfilled within the constraints of administrative, regulatory and medical needs. This is a full-time, non-exempt position.

Responsibilities include:

- Acting as a liaison between families, volunteers, medical team, vendors and donors
- Coordinating all aspects of wish experiences, such as shopping sprees, computers and travel (flights, hotels, etc.).
- Supervising one or more wish coordinators and the corresponding wish granting volunteers.
- Maintaining administrative and accounting records of wishes in database and files
- Sharing “on call” duty with the other members of the Program staff
- Occasional weekend and evening work is necessary.
- Other duties as assigned

Experience and Skills:

- 3+ years related work experience, travel or hospitality industry experience a plus
- High proficiency in Spanish highly desirable, but not required.
- Extremely well-organized, able to multi-task efficiently, to meet deadlines under pressure and maintain composure in handling difficult situations
- Attention to detail, especially with respect to managing budgets and expenses
- Excellent communication skills, both written and verbal, and a positive attitude for working in a cooperative environment
- Warm, yet professional, demeanor while working with children, families, volunteers, medical team, staff and vendors
- Ability to maintain complete confidentiality
- PC literate – Microsoft Office Suite (Word, Excel), database, etc.
- Experience with Raiser’s Edge a plus
- BA or equivalent
- Valid driver’s license and access to personal transportation

To Apply:

Send a letter of interest with salary history, three references and a detailed resume to:

**Make-A-Wish Foundation®
Program Associate Search
55 Hawthorne Street, Suite 800
San Francisco, CA 94105
FAX: (415) 982-0444 email: jobs@SFWish.org**

No phone calls, please. Position is open until filled.
The Greater Bay Area Make-A-Wish Foundation® is an Equal Opportunity Employer.