



**Program Assistant (temporary)  
Job Announcement**

Make-A-Wish® Greater Bay Area is a 501(c)(3) non-profit organization that fulfills the wishes of children between the ages of 2-1/2 and 18 battling life-threatening medical conditions. Make-A-Wish® Greater Bay Area was founded in 1984. In its first year, a total of 27 wishes were granted. Now one of the largest chapters nationwide, we have granted more than 8,000 wishes to date and grant more than 400 wishes per year. The Greater Bay Area Chapter is headquartered in Oakland, and serves 17 counties of Northern California, granting over 400 wishes per year.

The (temporary) Program Assistant is needed from June 22 – October 5, 2018 to assist the program department during the busiest wish granting season. This is a full-time, non-exempt(hourly), non-benefited temporary position.

**Responsibilities include:**

- Planning local accommodations and activities for wish families visiting our territory (wish assists).
- Serving as resource for chapters inquiring about San Francisco wishes.
- Notifying airline partners of upcoming wish family travel.
- Planning travel wishes.
- Maintaining administrative records of wishes in database and files.
- Reconciling wish costs (direct and in-kind).
- Prepping for monthly In-Kind Batch Reporting.
- Assisting with fiscal year-end close.
- Assisting all team members with the planning of wish experiences.

**Experience and Skills:**

- Ability to learn quickly and work independently.
- Excellent people skills with the ability to work with people from diverse backgrounds.
- Highly organized and detail-oriented, able to multi-task efficiently, to meet deadlines under pressure and maintain composure in handling difficult situations.
- Strong verbal and written communication skills.
- PC proficient – Microsoft Office Suite (Word, Excel), etc.
- Raiser's Edge and Salesforce experience a plus.
- Ability to maintain confidentiality.
- Bilingual (English/Spanish) not required but helpful.

**To apply**

*Send a letter of interest and a resume to:*

Program Assistant Search

**Apply by email only:** [jobs@SF.Wish.org](mailto:jobs@SF.Wish.org)

Office Location:

Make-A-Wish® Greater Bay Area

1333 Broadway, Suite 200

Oakland, CA 94612

*No phone calls, please. Position is open until filled. EOE.*