

TEMPORARY WISH COORDINATOR

We are currently seeking a **Temporary Wish Coordinator** to join our team in **Dallas or El Paso, Texas**. The role will last approximately five months.

Most people are wired for one of two things: solving complex problems or connecting deeply with people. We're looking for someone who is the rare combination of both project manager and people person.

As a Temporary Wish Coordinator, you'll be challenged to orchestrate dozens of moving parts, make critical decisions, manage competing priorities, and ensure no detail is overlooked. At the same time, you'll build meaningful relationships with children, families, volunteers, and community partners to create life-changing wish experiences. If you love fast-paced challenges, meaningful human connection, and the satisfaction of bringing order to complexity, keep reading.

Our Temporary Wish Coordinator thinks ahead, takes ownership, and confidently moves work forward. They thrive on solving complex problems, coordinating countless details, and creating structure amid competing priorities. But what truly sets them apart is their love of people. They are naturally curious, ask thoughtful questions, listen with intention, and build trust quickly. They understand extraordinary wishes require both flawless execution and authentic relationships, and they excel at both.

In this role one moment you're helping a child discover their wish, uncovering the story behind what matters most to them. The next, you're coordinating travel plans, securing special accommodations, or finding the perfect community partner to bring a dream to life. You might spend your morning finalizing budgets and itineraries and your afternoon celebrating a wish that came together because of your persistence, creativity, and attention to detail. No two days are the same. Every wish presents a new challenge, a new relationship, and a new puzzle to solve.

This is mission-driven work for someone who loves people, thrives in a fast-paced environment, and finds satisfaction in transforming a hundred moving parts into one unforgettable experience.

If you're the type of person others trust, who is resourceful when plans change, and who believes extraordinary experiences don't happen by accident but instead happen because someone cared enough to anticipate every need, think through every detail, and deliver something even better than expected, you're going to love it at Make-A-Wish North Texas.

Who We Are:

Make-A-Wish North Texas - Since 1980, Make-A-Wish has been creating life-changing wish experiences for children with critical illnesses around the world. Research shows wishes can have a positive impact on a child's emotional and physical well-being, helping replace fear with confidence, sadness with joy, and anxiety with hope. A wish doesn't just transform the life of a child, it creates lasting impact for families, supporters, and entire communities.

Make-A-Wish North Texas is 100% locally funded and serves 161 counties across the state of Texas, including Dallas, Fort Worth, El Paso, Amarillo, Lubbock, Midland/Odessa, and the surrounding areas. Since our chapter's founding in 1982, we have granted over 14,000 wishes. To learn more about us, visit <https://wish.org/ntx>.

Our Mission:

Together, we create life-changing wishes for children with critical illnesses.



How We Work:

We understand we have the responsibility—and privilege—of meeting families at the hardest moment of their lives and offering something luminous in return: hope. We're more than a nonprofit, we're a community united by the belief that hope has the power to transform lives and we are guided by our cultural values of Freedom & Responsibility, Community, Unwavering Commitment, Fearless Curiosity, and Celebration. We believe in assuming positive intent, listening to understand, embracing every voice, communicating transparently, and having fun while making a meaningful impact together.

What you'll do:

- Own a portfolio of wishes from qualification to fulfillment, keeping multiple wishes moving forward while managing timelines, priorities, budgets, and countless details.
- Build meaningful relationships with children, families, volunteers, and community partners, creating trust and delivering an exceptional wish experience.
- Discover what matters most to each child and transform their wish into a personalized, life-changing experience.
- Solve complex logistical challenges by coordinating travel, accommodations, medical support, vendors, and resources while maintaining high standards for safety, quality, and cost.
- Respond with urgency, flexibility, and confidence when priorities shift, challenges arise, or time-sensitive wishes require immediate action.
- Deliver every wish with accuracy, compassion, and excellence, ensuring each experience reflects the care, detail, and magic that Make-A-Wish is known for.

Our Perfect Candidate

Education and Experience:

- Associate's degree or related equivalent experience.
- Bilingual English/Spanish preferred

Company Offers:

- Competitive salary commensurate with experience and education
- Comprehensive benefits package available: *healthcare, vision, dental, disability and life insurances; 401k company match; paid time off and holidays*

If you love people as much as you love solving problems, thrive on managing complexity, and believe the smallest details can create the biggest impact, we encourage you to apply.

To apply please complete the survey and attach your resume here:

We are an Equal Opportunity Employer!

