

Job Title: Office Administrator / Events & Volunteer Coordinator**Organization:** Nik's Wish**Location:** 3430 Loneragan Dr., Rockford, IL**Employment Type:** Full-time**Reports To:** Chief Joy Officer**About Nik's Wish**

Nik's Wish is more than a nonprofit—it's a mission rooted in love, empathy, and the belief that every young adult facing cancer deserves moments of joy, freedom, and hope.

We grant wishes to young adults ages 18–24 who are courageously battling cancer—an age group often overlooked by traditional wish-granting organizations. These wishes provide more than just an experience; they offer emotional healing, connection, and something to look forward to during an incredibly difficult journey.

At Nik's Wish, every event we host, every volunteer we engage, and every detail we manage contributes directly to creating life-changing moments for these young adults and their families.

If you are someone who leads with compassion, finds purpose in helping others, and wants your work to truly matter—this is more than a job. It's a chance to make a lasting impact.

Position Summary

The Office Administrator / Events & Volunteer Coordinator is a mission-critical role responsible for supporting daily operations, coordinating impactful fundraising and community events (> 10 annually), managing a volunteer base of approximately 30 individuals, and overseeing key projects from planning through execution.

This role is ideal for someone who is highly organized, proactive, and skilled in project management, with a deep passion for making a difference in the lives of young adults battling cancer.

Key Responsibilities**Office Administration**

- Manage daily administrative operations, office maintenance including ensuring the environment is welcoming to wish families, volunteers, and donors.
- Maintain accurate and organized records for donors, volunteers, and wish recipients
- Assist with tasks such as tracking donations, invoices, and expenses
- Support leadership with scheduling, reporting, and administrative needs
- Ensure smooth coordination across all organizational activities

Event Coordination & Project Management

- Plan, manage, and execute fundraising events from concept through completion
- Support events where Nik's Wish is the chosen charity
- Manage Wish Lamp appearances
- Develop project timelines, task lists, and execution plans for each event
- Coordinate logistics including venues, vendors, materials, volunteers, and schedules
- Track project milestones, budgets, and deliverables to ensure deadlines are met
- Collaborate with leadership, vendors, and volunteers to ensure successful outcomes
- Identify risks and proactively problem-solve to keep projects on track
- Oversee event-day execution and post-event follow-up, including reporting and donor appreciation

Volunteer Coordination (~30 volunteers)

- Recruit, onboard, and retain volunteers aligned with the mission
- Assign roles and responsibilities aligned with event and project needs
- Schedule and communicate effectively with volunteers
- Foster a positive and meaningful volunteer experience
- Maintain volunteer records, hours, and engagement tracking
- Recognize and celebrate volunteer contributions

Required Skills & Qualifications

- Strong organizational and project management skills with the ability to manage multiple timelines and priorities
 - Excellent written and verbal communication skills
 - Ability to plan, execute, and track projects from start to finish
 - High attention to detail and strong problem-solving abilities
 - Experience with event planning, coordination, or nonprofit work preferred
 - Ability to work independently and collaboratively in a small team
 - Proficiency in Microsoft Office / Google Workspace
 - Familiarity with project management tools (e.g., Asana, Trello, Monday.com) is a plus
 - Experience with CRM or donor management systems preferred
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Education & Experience

- Associate's or Bachelor's degree in nonprofit management, communications, business administration, or related field preferred
 - 1–3 years of relevant experience in administration, event planning, project coordination, or nonprofit work preferred (or equivalent experience)
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Mission & Values Alignment (Required)

- **Deep passion for the mission of Nik's Wish is essential**
 - Demonstrated compassion, empathy, and sensitivity when working with individuals and families affected by cancer
 - Commitment to creating meaningful, joy-filled experiences for young adults
 - A proactive, solution-oriented mindset with a willingness to go above and beyond
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Work Environment & Expectations

- Flexible schedule with occasional evenings and weekends for events
- Hands-on role that may include lifting and transporting event materials (up to ~25 lbs)

- Some Travel required
 - Small, collaborative, mission-driven team where every role has direct impact
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Compensation

We recognize that this role combines administrative coordination, event planning, volunteer engagement, and project management—and we value the impact this position has on our mission.

Salary Range: \$45,000 – \$55,000 annually (full-time equivalent)

Travel expenses (include mileage reimbursement)

Compensation is based on experience, with consideration for candidates who bring strong event management, project coordination, or nonprofit experience.

In addition, we offer:

- Flexible scheduling with some remote work options
- A supportive, mission-driven environment
- The opportunity to make a meaningful impact in the lives of young adults facing cancer

👉 *We strongly encourage candidates who are passionate about our mission—even if they don't meet every qualification—to apply.*

Compensation

We are open to hiring at two levels depending on experience and qualifications:

Coordinator Level (Junior / Early Career)

- **\$42,000 – \$48,000/year**
- Ideal for candidates with:
 - 1–2 years of experience
 - Strong organizational skills and willingness to learn
 - Some exposure to events, admin, or volunteer coordination

Senior Coordinator Level (Experienced)

- **\$48,000 – \$60,000/year**
- Ideal for candidates with:
 - 3+ years of relevant experience
 - Proven event and/or project management experience
 - Ability to work independently and lead key initiatives

Part-time candidates: \$20 – \$30/hour depending on experience

Additional Benefits

- Flexible schedule with occasional evenings/weekends for events
- Opportunity for growth within a small but impactful organization
- A deeply meaningful role with direct impact on wish recipients and families