



Thank you for your interest in the position of Organizational Coordinator with Miracle Travel Works (MTW).

Miracle Travel Works was established in 2011 with the mission of providing financial assistance to families faced with the need to travel for their children's critical medical care. Thankfully many organizations help support medical expenses but the travel portion is often not considered.

To date, MTW has run solely on volunteers. The Board of Directors has determined that it is necessary to take the next step in our evolutionary process by hiring an Organizational Coordinator. This person will help maintain the vision of MTW and allow expansion of our mission.

The position of Organizational Coordinator is a full-time exempt, work-from-home position paying \$50K per year. The ideal candidate will be eager to assist our Board of Directors with daily organizational management of the charity. The Organizational Coordinator will play a pivotal role in the future success and growth of MTW enabling assistance to more families in need.

Individuals interested in the Organizational Coordinator position should submit a resume and cover letter to **coordinator.applications@miracletravelworks.org**.

Should you have any questions or would like to receive additional information about MTW and our dedication to families in need, please do not hesitate to reach out to any of our Board Members.