



Development Assistant
(Temporary Canada Summer Job Program Position)

Ronald McDonald House Newfoundland and Labrador

Ronald McDonald House Charities® Newfoundland and Labrador (RMHC NL) is located in St. John's near the Janeway Children's Hospital. Our House offers accommodations to sick or injured children and their families who must travel to St. John's for medical reasons. Operated by a small staff and supported by dedicated volunteers, we seek the services of a temporary **Development Assistant**.

This position is unique - a job with real meaning and sense of purpose. If you are an enthusiastic student seeking a summer position where you can make a difference every day, this position is for you.

Reporting to the Director, Development & Communications, the **Development Assistant** key responsibilities include:

- Signature event support (Red Shoe Crew-Walk for Families);
- Third Party event support;
- Assistance with correspondence and donor acknowledgements;
- Data Entry

Required Knowledge, Skills, Abilities:

- Proficiency in MS Office would be considered an asset;
- Excellent verbal and written communication skills;
- Excellent interpersonal skills;
- Ability to multi-task and meet deadlines in a fast-paced environment
- Successful record of working with volunteers
- Experience volunteering with a Red Shoe Crew-Walk for Families event would be considered an asset;
- Experience in a charity office would also be considered an asset;

To be eligible, students must:

- be between 15 and 30 years of age at the start of the employment;
- **have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;**
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*¹¹; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Compensation: The position is a temporary Canada Summer Job Grant position. Canada Summer Job program grant details: 12 weeks at 35 hours per week – with an anticipated start date of June 25, 2018. Send resume in confidence to careers@rmhcnl.ca. Expressions of interest and resume should be received by **May 4, 2018**.

We thank all applicants for their interest. Only those persons to be interviewed will be contacted.
