



**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. Ronald McDonald House offers accommodations, programs and services 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 now 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 individual seeking a 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
- Third Party event support;
- Assistance with correspondence and donor acknowledgements;
- Data Entry
- Administration

**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
- Experience working in an office environment would also be considered an asset;
- Successful record of working with volunteers considered an asset
- Experience volunteering or working with a with a Red Shoe Crew-Walk for Families or a similar event would be considered an asset;

**To be eligible, the program provides:**

- The program provides wage subsidies to employers to create quality summer work experiences for young people aged 15 to 30 years.

The Canada Summer Jobs program objectives align with the redesigned Youth Employment and Skills Strategy and are as follows:

- Provide quality work experiences for youth;
- Respond to national and local priorities to improve access to the labour market for youth who face unique barriers; and,
- Provide opportunities for youth to develop and improve their skills.

**Compensation:** The position is a temporary Canada Summer Job Grant position. Canada Summer Job program grant details: **91 hours with a flexible schedule – with an anticipated start date of September 27, 2021.** Send resume in confidence to [christinemorgan@rmhcnl.ca](mailto:christinemorgan@rmhcnl.ca). We thank all applicants for their interest. Only those persons to be interviewed will be contacted.