



Development Assistant

(Temporary Canada Summer Job Program Position)

Ronald McDonald House Charities 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.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment, and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Compensation: The position is a temporary Canada Summer Job Grant position. Canada Summer Job program grant details: 35 hours per week for a total of 280 hours **\$14/hour – anticipated start date is June 28, 2022.**

Send resume in confidence to christinamorgan@rmhcnl.ca We thank all applicants for their interest. Only those persons to be interviewed will be contacted.