



**Ronald McDonald
House Charities®**
Alberta

Executive Assistant Ronald McDonald House Charities® Alberta

Ronald McDonald House Charities® (RMHC) is passionate about providing a home away from home for families with seriously ill or injured children. Seventy per cent of Canadian families live in an area without a children's hospital. This means that when a child is seriously ill or injured, families must leave their homes, jobs and support systems to access vital – and often life-saving – medical care. We are here to help.

We know that when a child is sick, the whole family hurts. That's why we're part of a global network prioritizing family-centered care through our unique core programs. Our growing organization offer 79 private family suites in Edmonton, Red Deer, Calgary, and Medicine Hat. Our Houses provide a warm, compassionate and comfortable environment where families can share experiences, eat a warm homemade meal and rest while caring for their child who's admitted to a nearby hospital.

Reporting to the Chief Executive Officer, the Executive Assistant role focuses on providing administration assistance to the CEO & Director of Operations, liaising with the Board of Directors on behalf of the CEO, arranging staff travel and providing support at meetings.

Executive Assistant Qualification/Experience

- 5 years' experience as an Executive Assistant
- Post-Secondary degree or diploma in a relevant discipline is required
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point, Teams)
- Excellent interpersonal skills
- Highly resourceful, intuitive and flexible
- This position requires a candidate that is highly professional and reliable
- Proven organizational and time management skills with a keen attention to details
- Proven history successfully using databases and the ability to quickly learn new ones
- Highly resourceful team player, with the ability to work independently
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response

Executive Assistant Responsibilities

Executive Support

- Coordination of administration detail and management of documentation for CEO
- Manage a variety of special projects for the CEO, some of which may have organizational impact
- Work closely with CEO to inform of upcoming commitments and responsibilities; following up appropriately



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- Provide a bridge for smooth communication between the CEO and staff/management
- Occasional travel as required
- Calendar management
- Prioritize conflicting needs; handle matters expeditiously, proactively and follow through on projects to successful completion.

Board of Directors Support

- Coordinate and attend meetings; take minutes
- Manage documents (evaluations, volunteer forms, etc.)
- Keep Board Portal up to date with relevant documents/policies, etc
- Assist Board members with travel arrangements, lodging and meal planning as needed
- Manage Board contact lists
- Maintain discretion and confidentiality in relationships with all Board members

Operations Support

- Assist with calendar management for the Director of Operations
- Compile multiple monthly program reports to one provincial report
- Create presentation deck and agenda for monthly General Manager meetings
- Take minutes and action items of General Manager meetings
- Filing as required
- Administrative support and reconciliation of business expenses for the Director of Operations
- Close & summarize quarterly surveys; open next quarter surveys
- Attend committee meetings to support with minutes and action items

Senior Management Team Support

- Assist in scheduling Senior Management meetings, coordinating agendas and attending all meetings to record action items
- Facilitate the coordination of retreats and in-person meetings
- Support team with travel for conferences, events and between Houses
- Support for creating, documenting, and updating processes and procedures
- Occasional support for donor events and tours when Executive and/or Board is involved

Other Responsibilities

- Travel arrangements for CEO, Senior Management team and other staff as needed. Includes coordinating WestJet vouchers
- Coordination of meetings (including agenda's & slide decks):
 - All staff meetings
 - Senior Management team
 - Semi-annual/Provincial gatherings
 - Others as required



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- Back-up administration support for Outlook/Teams
- Website general inquiries – answer or forward on to appropriate staff in a timely manner
- Maintain staff contact list
- Other duties as assigned

This position is 0.7 FTE at 28 hour per week with some work required outside of regular office hours. Dependent on organizational needs, there is a possibility this role could turn fulltime if agreed upon with the successful candidate. This position is based out of our Calgary or Edmonton location with some travel involved. RMHC Alberta offers a well-rounded compensation package as well as a great team environment.

Please submit resume with cover letter quoting the position title “**Executive Assistant**” to hr@rmhcalberta.org. We would like to thank all applicants; however only those selected for an interview will be contacted.