



**Ronald McDonald
House Charities®**
Alberta

Temporary Resource Development Assistant 8 Week Position

Ronald McDonald House Charities® Alberta (RMHC Alberta) 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. RMHC Alberta is here to help. We keep families close.

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. We offer 87 private family suites at the Houses in Alberta. Our Ronald McDonald Houses provides a warm, compassionate and comfortable environment where families can share experiences, eat a warm homemade meal and rest while caring for their child in the hospital.

Reporting to the Provincial Events Senior Manager, the Resource Development Assistant will be responsible for, but not limited to, engaging and connecting resources primarily for the events season.

Resource Development Assistant Qualifications/Experience:

- Post-secondary in a related field such as Business Administration, Project Management or Event Planning
- Experience in fundraising or working with fundraising databases will be considered an asset
- Strong verbal and written communication skills
- Proven time management skills
- Ability to handle sensitive and confidential information with discretion.
- Must have a current Police Criminal Background check with a vulnerable sector search and a Child Intervention Record Check
- This position is made possible in part by the Canada Summer Job Grant. Applicants must be between 15 and 30 years of age and a Canadian citizen, permanent resident, or a person on whom refugee protection has been granted

Resource Development Assistant Responsibilities:

- Working collaboratively with all team members to cultivate and steward all stakeholders



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- Research and approach stakeholders for financial or gift in kind support
- Assist in generating registrations for signature events
- Assist with event planning and facilitation
- Other duties as assigned

This a temporary 8 week position with 35 hours per week located in Cold Lake, Alberta. Weekend & evening work is required depending on organizational needs.

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