



**Ronald McDonald
House Charities®**
Alberta

Administrative Officer Part-Time 32 Hours per Week

Ronald McDonald House Charities® Alberta (RMHCA) is passionate about providing a home away from home for families with seriously ill or injured children who must travel for medical care.

We know that a family with a sick child is a sick family. Our Ronald McDonald Houses provide a warm, compassionate and comfortable environment where families can share experiences, receive respite and distraction, eat a warm homemade meal and rest, all while caring for their child at the hospital next door.

RMHCA is part of a global network of Houses, Family Rooms, Care Mobiles and Comfort Carts prioritizing family-centered care through delivery of our unique core programs. RMHCA operates four Houses offering 87 private family suites, and three Comfort Carts that deliver bedside services in hospital.

We're currently engaged in a multi-year, \$80M capital campaign to reduce the service gap by tripling our capacity in Calgary and Edmonton. Construction on an expanded facility in Calgary is currently underway and scheduled for completion in 2025.

Your Role

The Administrative Officer provides support to the Senior Management Team (SMT) and the Board of Directors. Responsibilities include travel arrangements, calendar management, presentations creation, administrative support, and special projects work as needed.

The Administrative Officer is a part time position, working 32 hours per week with the potential to increase hours based on business needs. If you are interested in this opportunity and looking to work under 32 hours per week, include your preferred weekly hours in your cover letter.

This is a hybrid position that supports the Alberta team and will require travel to Ronald McDonald Houses in Alberta.

Your Key Responsibilities

Executive, SMT, and Board Support

- Coordination of administration detail and management of documentation.
- Manage a variety of special projects, some of which may have organizational impact.
- Support the CEO with calendar management and preparation for upcoming commitments and responsibilities, including applicable follow up.
- Coordinate conferences as needed.
- Facilitate the coordination of retreats and in-person meetings.
- Support with travel arrangements. Lodging, and meal planning, for conferences, events, travel between Houses, etc.
- Coordination of meetings, including SMT and all staff meetings.
- Coordinate, attend, and take minutes at applicable meetings.



- Document management.
- Keep Board Portal up to date with relevant documents, policies, etc.
- Coordinate Board gifts, as needed.
- Maintain discretion and confidentiality in relationships with all Board members.

Administrative Responsibilities

- Manage name tag and business card orders.
- Manage staff and Board accounts in RADAR.
- Support with training bookings.
- Negotiate and track annual hotel rates.
- Answer or delegate Website general inquiries in a timely manner.
- Maintain staff and Board contact and phone lists, and phone directory management
- Complete bank deposits and required documentation, as required.
- Support with various projects, including but not limited to, policies & procedures, correspondence, presentation creation, special projects, inventory lists, SharePoint management, etc.
- Assist Development team with donor thank you calls.
- Updating of House electronic signage.

Required Qualifications

- 3+ years of experience in a comparable role.
- Excellent computer skills, highly proficient with Microsoft Office.
- Proven organizational and time management skills with a high attention to detail.
- Proven ability to build and maintain strong relationships.
- Ability to work in a fast paced, hybrid work environment.
- Strong ability to work independently and with little supervision, as well as a member of a team.
- Must provide a clear criminal record check including a vulnerable persons check

Nice to Haves

- Non-profit experience is an asset.

What we Offer

- Competitive compensation
- Comprehensive benefits plan
- Employee Assistance Program
- Professional development opportunities
- Social events
- Vacation & personal days
- Flexibility and a hybrid work schedule
- RRSP matching program
- Opportunity to participate in various committees
- A culture built on our values of passionate, excellence, entrepreneurial, relentless, people-first



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RMHCA is proud to be recognized as a 2022 Canadian Nonprofit Employer of Choice. We employ 87 people and hundreds of volunteers.

Diversity, equity, inclusion, and cultural safety are guiding principles at RMHC Alberta. We recognize the ongoing need to ensure DEI is reflected in our day-to-day activities; to champion continuous learning for staff, volunteers and the board; to create policies and practices that support DEI; and to find ways to measure our progress and continually improve. If you require accommodation, please advise us during the recruitment process.

We thank all candidates who apply; however, only those selected for interview will be contacted.

To apply send your resume and cover letter to HR@rmhcalberta.org stating reference # AO-02-24-RMHC