



**Ronald McDonald
House Charities®**
Alberta

Community Engagement & Signature Events Coordinator

Ronald McDonald House Charities® Alberta (RMHC Alberta) 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.

RMHC Alberta 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. RMHC Alberta operates four Houses offering private family suites, and 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. Calgary is increasing the number of suites from 27 to 91. Construction on an expanded facility in Calgary is currently underway and scheduled for completion this year. The completed Calgary facility will be 105,000 square feet, offering family suites and a multitude of common areas that enhance the family experience within our communal living environment. Tentatively Edmonton will expand from 36 suites to approximately 100 suites. The expansion critical path in it's entirety is 5-7 years.

Your Role

The Community Engagement & Signature Events Coordinator supports the work of the Signature and Community Events Team. The role requires the ability to be flexible, multi-task and prioritize multiple projects.

This is a full-time hybrid position, that requires travel to Ronald McDonald Houses and events in Alberta. Some evening and weekend work will be required. The successful candidate is required to live in Edmonton or surrounding area.

Your Key Responsibilities

Signature Events

- Administrative support for Signature Events
- Support Signature Events and shared party events silent auctions, including solicitation, organization and uploading on auction website
- Sponsorship research and prospecting
- Sponsorship follow up, stewardship and events impact reporting
- Manage general Events inbox and distribute as required to team members
- Support events on site, as needed
- Other supports as required, to include managing registration, processing payments, swags, fundraising support, prizing, etc.

Community Engagement



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- Provide administrative support for Service Clubs mailing, Corporate Challenge fundraising activities tracking, Birdies for Kids and others.
- Community Events prospecting and support for Edmonton and Northern Alberta area
- Support shared party events in Edmonton and Northern Alberta
- Support community events as needed
- Maintain accurate, professional and current Raiser's Edge records, actions, and reports
- All other tasks as required

Required Qualifications

- Project management or event planning experience
- Advanced knowledge of Microsoft Office products, including database management
- Proven ability to build and maintain strong working relationships, internally and externally
- Ability to work in a result driven, fast paced, dynamic environment
- Strong problem solving, communication and conflict resolutions skills
- Organized, detailed oriented, accountable and proactive
- Ability to travel between locations in the Province of Alberta
- Valid Class 5 Drivers License, with clean abstract
- Must provide a clear criminal record

Nice to Haves

- Post-secondary education is preferred

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 / TFSA matching program
- Opportunity to participate in various committees
- A culture built on our values

Our Vision

A world where every family has what they need to ensure the best health outcomes for their children.

Our Mission

We provide essential services that remove barriers, strengthen families, and promote healing when children need healthcare.

Our Values



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- We lead with compassion
- We are deeply respectful
- We act with integrity
- We are firmly committed

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 please click the following link:

<https://ca.indeed.com/job/community-engagement-signature-events-coordinator-fd6389036b38efb8>