



**Ronald McDonald  
House Charities®**  
Saskatchewan

Keeping families close™

## **SUMMER POSITION – Fundraising Assistant (30 hrs/week), Saskatoon**

**\*Applicants must be between 15 – 30 years of age and be a Canadian Citizen or Permanent Resident, as per the Canada Summer Jobs Agreement.**

Ronald McDonald House Charities – SK (RMHC-SK) is a provincial organization that promotes Family Centered Care, and provides accommodation and supports to families of sick children while they are receiving medical treatment at a local hospital. For more information on our mission and programs, please visit [www.rmh.sk.ca](http://www.rmh.sk.ca).

### **Key Responsibilities Include:**

- Support the Development Manager in the overall implementation of fundraising events and initiatives
- Support logistics for fundraising events, including but not limited to: event set up, ordering signage, packing supplies, coordinating event volunteers, etc.
- Connecting with stakeholders to promote initiatives and invite to participate
- Attend 3<sup>rd</sup> Party events for cheque presentations
- Support the Development Team with social media content
- Assist in developing and maintaining partnerships in the community to expand our volunteer base and create awareness of RMHC-SK
- Assist in the training and management of volunteers for fundraising events and initiatives
- Provide exceptional hospitality to all RMHC-SK guests
- Administration as required

### **Qualifications and Characteristics:**

- Excellent communication and interpersonal skills
- Experience in a volunteer or non-profit setting is an asset
- Excellent computer skills in database management and Microsoft office
- Ability to work independently – being responsible and accountable
- Some post-secondary education preferred
- Demonstrated ability to take initiative
- Demonstrated organizational skills and attention to detail

**Work Hours:** 30 hours per week with varying shifts. Some weekend and evening work will be required.

**Wage:** \$17.35/hour

**Start Date:** May 23<sup>rd</sup>, but is negotiable

**Application Process:** If interested, please forward your letter of application and resume to Kim Gilbert, Director of Human Resources, at [kgilbert@rmh.sk.ca](mailto:kgilbert@rmh.sk.ca) **no later than noon on Friday, May 5th.** *Only applicants selected for an interview will be contacted.*