



Keeping families close™

Communications Coordinator, Saskatoon – Full Time (35 hours per week)

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.

The Communications Coordinator is part of our 28-person staff team, and reports to the Director of Development and Communications. This role plays a vital part in ensuring that the strong reputation of RMHC-SK is upheld, and that our mission is communicated successfully to all stakeholders, resulting in increased engagement.

Key Responsibilities Include:

- Implementation of communications activities for RMHC-SK, in order to maintain a positive public image and increase provincial awareness
- Implement marketing initiatives for fundraising events
- Create and manage social media calendar and content
- Develop promotional and informational materials for both external and internal use
- Website maintenance, ensuring content is relevant, current and in line with RMCH Global Branding Guidelines
- Support the Development team in the coordination of McHappy Day and other McDonald's fundraising initiatives
- Conduct presentations to various community groups and stakeholders

Job Requirements Include:

- Work experience in Marketing and Communications field (2-3 years)
- Proficiency in analytics, social media, graphic design, Canva, Microsoft Office, spreadsheets, email communication
- Possess exceptional interpersonal and communication skills
- Organizational skills, attention to details, and setting priorities
- Work with integrity with the understanding of the importance of confidentiality
- Demonstrated teamwork abilities
- Thrives in a highly collaborative environment
- Can exhibit compassion and care to families who are facing difficult circumstances.
- Able to pass a Police Record Check and Vulnerable Sector Check
- Class 5 driver's license – some travel will be required
- Proof of covid-19 vaccination required for all RMHC-SK staff

Work Hours: Primarily daytime hours Monday – Friday, but flexibility on evenings and weekends will be required on occasion.

Application Process: If interested, please forward your letter of application and resume to Kim Gilbert, Director of Human Resource Development at kgilbert@rmh.sk.ca **no later than 4pm, Friday, November 19th**. *Interviews will be scheduled for the week of November 29th to December 3rd. Only applicants selected for an interview will be contacted.*