



Keeping families close™

## Special Events & Volunteer Coordinator

**We're growing! We are seeking enthusiastic and passionate individuals to join our team as we prepare to build a new Ronald McDonald House in Halifax.**

### The Organization

Ronald McDonald House Charities® Atlantic (RMHC Atlantic) helps families with sick children stay together and near the medical care they need. Our programs include Ronald McDonald House® in Halifax, a "home-away-from-home" for out of town families with sick children, and Ronald McDonald Family Rooms® in Halifax and Moncton, an oasis of calm and support inside the hospital. Last year alone, we served more than 2,000 families from across the Maritimes through our House and Family Room programs. For more information, visit [rmhcatlantic.ca](http://rmhcatlantic.ca)

### Position Summary

The Events & Volunteer Coordinator is responsible for the planning and execution of special events, including event logistics and volunteer management.

The Events & Volunteer Coordinator will participate in strategic planning of development activities and think in a holistic manner about how to best utilize resources, address problems and take advantage of opportunities to heighten the reputation, outreach and fund development of RMHC Atlantic.

This is a full time, permanent position that reports to the Manager of Annual Giving.

### Key Contributions

- Ronald McDonald House PJ Walk for Kids
  1. Responsible for the successful execution throughout the Maritimes including event logistics and volunteer coordination (taking place late May/June)
  2. Support organizing committees in all aspect of planning
- Golf Classic
  1. Responsible for the successful execution of the annual golf tournament including event logistics and volunteer coordination (taking place in September)
  2. Act as key liaison with teams to coordinate event day details
  3. Obtain auction items for silent and live auctions
- Home for Dinner
  1. Work with Family Services Coordinator to schedule Home for Dinner groups for the House and Halifax Family Room



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### **Skills and Experience**

- Optimistic | Resilient | Motivated | Creative | Intuitive | Resourceful | Flexible
- Detail-oriented, highly organized and able to prioritize multiple projects
- Experience working with and leading volunteers
- Ability to develop and maintain positive relationships with colleagues, partners, volunteers, sponsors and donors
- Excellent verbal and written communication skills
- Strong administration and computer skills (Word, Excel, PowerPoint, Raiser's Edge)
- Willingness and ability to travel and to work nights and weekends, as required
- Ability to work independently on multiple tasks as well as manage long- and short-term assignments simultaneously
- Ability to learn quickly and work with minimal supervision
- Enjoys being part of a small team and pitching in as required

### **Minimum Qualifications**

- One to Three years of event coordination experience with a proven track record of success
- Valid driver's license and regular access to a vehicle
- A current Criminal Record Check and Child Abuse Registry are conditions of employment

### **Why work for Ronald McDonald House?**

- Positive, rewarding team environment
- Personal development opportunities
- Potential to grow, professionally and personally
- Additional benefits include:
  - Pension plan
  - Health, dental & vision benefits
  - Wellness fund
  - Family & employee assistance program

If you are interested and qualified, we invite you to submit a letter of introduction and resume to Katie Greene ([Katie@rmhatlantic.ca](mailto:Katie@rmhatlantic.ca)). All responses will be handled with strict confidence.

We thank all applicants for their interest; however, only those candidates who have been selected for an interview will be contacted.