



Administrative Volunteer

The Organization

Ronald McDonald House Charities® Atlantic (RMHC® Atlantic) offers family-centered programs that promote healing and togetherness. These programs include Ronald McDonald House and Ronald McDonald Family Rooms. When families visit Ronald McDonald House or a Ronald McDonald Family Room, they can expect to be welcomed by a volunteer's warm and friendly smile. Our volunteers truly are the "heart" of our organization. They play a vital role in our day to day operations and are responsible for adding loving touches that make our House a home.

RMHC Atlantic is always looking for enthusiastic and energetic volunteers to assist our Development team. We are currently accepting applications for the position Administrative Volunteer.

The Opportunity

We are seeking outgoing and motivated individuals to assist our Development team. The Administrative Volunteer will assist the RMHC Atlantic team in their office. Hours for this position will vary based on the available work and the volunteer's availability.

Tasks and Responsibilities

- Assist with data entry
- Assist with identifying potential donors to the cause
- Assist with research projects
- Assist with Signature Event preparation
- Other administrative duties, as required

Skills and Experience

- Optimistic | Resilient | Motivated | Creative | Intuitive | Resourceful | Flexible
- Strong attention to detail
- Understanding of the importance of data integrity
- Problem solving and adaptability
- Ability to work well independently
- Experience working with Raiser's Edge considered an asset
- Available for one or more 3-hour shift, Monday through Thursday, 8:30 am to 3:00 pm

To Apply

Please fill out a volunteer application at www.rmhcatlantic.ca indicating your interest in this role or send your resume to:

Kayla Keenan
Special Events & Volunteer Coordinator
kayla@rmhatlantic.ca

Thank you for your interest in Ronald McDonald House Charities Atlantic.
We look forward to connecting with you.