



Ronald McDonald House Newfoundland and Labrador **Community & Events Officer**

Ronald McDonald House Newfoundland and Labrador is located in St. John's, near the Janeway Children's Health and Rehabilitation Centre. We provide accommodations and support to families with an ill or injured child who must travel to St. John's for medical care. Operated by a small staff team and supported by dedicated volunteers, we are seeking a permanent full-time **Community & Events Officer**.

This position is unique a career with real meaning and a strong sense of purpose. Every day, our team provides an essential service that remove barriers, strengthen families and promote healing when children need healthcare. If you enjoy working with people, organizing meaningful events, and building community connections in a role where you can make a difference, this opportunity may be for you.

Reporting to and working closely with the Director of Development & Communications, the **Community & Events Officer** is responsible for planning, coordinating, and delivering fundraising events and community-based initiatives that engage supporters, strengthen relationships, and advance the mission of Ronald McDonald House Newfoundland and Labrador.

Responsibilities

- Plan and deliver signature fundraising events and community initiatives, including logistics, timelines, supplier coordination, and event-day execution
- Support third-party and community fundraisers by providing guidance, resources, stewardship, and timely follow-up
- Recruit, schedule, and coordinate volunteers to support events, fundraising activities, and community engagement opportunities
- Build and maintain positive relationships with community partners, donors, participants, sponsors, and supporters
- Create a welcoming and organized participant experience by anticipating needs, resolving issues proactively, and representing the organization professionally
- Track, evaluate, and report on event activities, participation, revenue, expenses, and outcomes to support continuous improvement

Preferred Qualifications

- Post-secondary education in event management, fundraising, marketing, community development, or a related field
- Experience in event coordination, fundraising, community engagement, or project management
- Experience working with volunteers, donors, sponsors, and community groups
- Strong organizational skills with the ability to manage multiple priorities, timelines, and details
- Excellent interpersonal and communication skills, with the ability to build relationships and create a positive experience for supporters

Compensation: Salary range is \$44,280 to \$54,120, along with a competitive benefits program appropriate for a charitable organization of our size. Interested applicants are invited to submit a cover letter and resume, in confidence, to careers@ronaldmcdonaldhousenl.ca by end of day on June 28, 2026. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Ronald McDonald House Newfoundland and Labrador is committed to inclusive and equitable hiring practices and encourages applications from all qualified candidates.