



**Ronald McDonald
House Charities®**
Southwestern Ontario

Ronald McDonald House of Southwestern Ontario
POSITION- Executive Assistant-Full Time

Our Mission-Keeping Families Close

Children are a gift - the sound of laughter and the pitter patter of little feet; warm hugs, curious questions and butterfly kisses; first words, first haircuts and first steps; bedtime stories, pillow fights and pajama parties - these are the magic moments... a family's treasure.

Do you believe in the gift of togetherness?

The team at Ronald McDonald House Charities Southwestern Ontario is committed to giving sick children what they need most - their families! If our mission speaks to your soul and you're passionate about creating memories and making an impact then we want you to join our team.

The Organization

For almost 35 years, Ronald McDonald House Charities Southwestern Ontario ("the Chapter") has been improving the health and wellbeing of children and their families through the creation of a home-away-from-home for families of children with life-threatening illnesses who are receiving specialized treatment at local hospitals. Established in 1985, the Chapter has experienced significant growth with the original 15 bedroom house expanding to 34 rooms in 2011, the introduction of a Family Room at London Children's Hospital in 2012 and the opening of the first in Canada House-within-a-Hospital in Windsor Regional Hospital in 2016. The Chapter has experienced significant growth in the last five years and with the launch of our new strategic plan we will be expanding services in order to better serve our community. Please visit our website at www.rmhc-swo.ca for more information.

The Opportunity

Reporting to the CEO, the Executive Assistant is an integral part of the Executive Leadership Team and is responsible for key administrative aspects of the organization. The EA works closely with the leadership team and program staff to provide the highest level of service to our key stakeholders e.g. the children and families we serve, our donors, staff, and volunteers. The Executive Assistant also supports the Board of Directors and Senior Leadership team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a dynamic and evolving team environment that is mission-driven, quality focused and community oriented. The Executive Assistant must exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The Qualifications

We are looking for an Administrative Professional with the following skills:

- Degree or diploma in administration, business, or a related field
- Experience of working at Executive Assistant level with senior management, preferably at Board level
- Ability to manage complex and highly confidential information
- Comfortable working autonomously and across multiple tasks and reporting into different project working teams and staff members
- Experience working as part of a collaborative team in a social services/ not for profit setting
- Proficient in advanced Microsoft Office programs (including Word, Excel, Outlook and PowerPoint)
- A high degree of personal organization and self-management
- Comfortable when working to tight deadlines, and able to turn work around within a short time span
- A strong interest in the work of charities and/or social enterprises
- Able to lift a minimum of 50 lbs.

How to apply?

If you are interested, please forward your resume, together with a short cover letter outlining your key qualifications and your interest in the position. Please submit your resume and cover letter by February 21st, 2019 to the attention of Tracey Keighley-Clarke, Chief Executive Officer via rmhadmin@rmhc-swo.ca