

**Now Hiring:** Volunteer & Event Specialist

**Location:** Syracuse, NY (On-Site | 8:30am–5:00pm)

**Status:** Full-Time | Non-Exempt (Hourly)

**Salary Range:** \$28.00–\$30.00 per hour

### **Make a Difference Every Day**

At Ronald McDonald House of Central New York, we believe that healing happens together. Our mission is to support the health and well-being of children and families by providing compassionate, family-centered care while their children receive treatment at Syracuse-area hospitals and clinics.

We're seeking a Volunteer & Event Specialist to lead and grow our vibrant volunteer program and support the coordination of fundraising events. This role ensures seamless event execution while building a strong, engaged volunteer community and supporting key engagement initiatives such as the Red Shoe Society and Speakers Bureau.

If you are an organized, people-centered professional who thrives in a fast-paced, service-driven environment, this is your opportunity to help power the heart of our House.

### **What You will Do:**

#### Volunteer Program Coordination

- Recruit, onboard, train, and support individual and group volunteers.
- Review applications, conduct screenings, and complete reference and background checks.
- Collaborate with all departments to identify volunteer needs and opportunities.
- Schedule and coordinate volunteers to support daily House operations and program activities.
- Foster a welcoming, mission-driven volunteer culture through supervision and ongoing communication.
- Plan and coordinate volunteer appreciation and recognition events.
- Provide direct support to the Meals That Heal program.
- Manage and grow a Speakers Bureau program, supporting volunteers who represent RMH CNY at community events and fundraisers.
- Maintain accurate volunteer records, hours, and documentation.
- Ensure compliance with RMHC policies, confidentiality standards, and safety protocols.

## Event Coordination

- Support the Development Manager in the planning and execution of signature fundraising events including Many Hearts One Home, Golf Invitational, and Brushfest
- Coordinate event logistics including venues, vendors, catering, equipment, timelines, guest management, and event-day operations
- Assist with event budgets, timelines, and post-event reporting under the direction of the Development Manager
- Support event committees and coordinate event-day volunteers to ensure a seamless experience
- Ensure compliance with permits, insurance requirements, and organizational standards
- Assist with sponsor fulfillment, donor stewardship, and guest engagement during events
- Serve as the primary contact for event vendors and logistics partners
- Support sponsor and donor engagement activities
- Serve as a key operational and logistical support partner to the Development team for all fundraising events
- Perform other duties as assigned to support organizational goals.

## What You Bring:

- Bachelor's degree preferred; Associate's degree combined with equivalent experience considered
- 3+ years of experience in event coordination, volunteer management, nonprofit operations, or related field preferred
- Strong organizational and multitasking skills with attention to detail
- Excellent interpersonal, written, and verbal communication skills
- Ability to work independently and collaboratively in a team environment
- Proficiency in Microsoft Office and database systems
- Ability to work occasional evenings and weekends as required for events and volunteer activities
- Passion for RMH CNY's mission and commitment to serving families with compassion and professionalism

## Why Join Us?

At RMH CNY, every role contributes directly to supporting families during some of the most challenging times in their lives. As the Volunteer & Event Specialist, you will play a key role in strengthening community connections, enhancing donor and volunteer experiences, and advancing our mission to provide comfort, care, and hope to families in need.

## Ready to Apply?

Email your resume and a cover letter outlining your experience and passion for our mission to:

 [careers@rmhcny.org](mailto:careers@rmhcny.org)