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**Business Volunteers Unlimited**  
**is pleased to announce a Fellow Opportunity with**  
***Ronald McDonald House Charities of Northeast Ohio, Inc.***

*Ronald McDonald House Charities of Northeast Ohio* is looking for a Job Description Developer to join our team to help our organization. We are seeking expertise of an individual with a Human Resources professional background to review current job descriptions and revise these in accordance with the new job description standards that the organization is utilizing.

*Ronald McDonald House Charities of Northeast Ohio* mission is to enhance the healthcare experience for families and children through comfort, care and supportive services. Each year, thousands of families whose children are receiving medical care throughout Northeast Ohio are served by our numerous programs.

To learn more about *Ronald McDonald House Charities of Northeast Ohio*, please visit <https://www.rmhcneo.org/>

*Fellow role will include:*

- review job descriptions (some of which are written as task lists)
- working directly with the Director, Human Resources and DEI
- determine the content that needs to be revised in accordance with the established job description standards for our organization
- propose revisions to the job description
- discuss proposed revisions with Director, HR/DEI and/or department manager
- produce final version of the updated job description

Term: 500 hours (February 2023 – June 2023)

Location: 10415 Euclid Ave, Cleveland, OH 44106

Stipend: \$10,000

The ideal candidate will have significant professional experience in human resources. Previous experience updating and writing job descriptions for positions that are unique to an organization is strongly preferred. Experience in the nonprofit and education sector is a plus.

To be considered for this opportunity, please contact Sarah Castle ([scastle@bvuvolunteers.org](mailto:scastle@bvuvolunteers.org)) for application materials.

The BVU Fellows Program matches the talents of highly skilled professionals with local nonprofits to engage a transformative project that benefits the community. For more information, visit our webpage [BVU](#)