

# Société Alzheimer Society

BRANT, HALDIMAND NORFOLK,  
HAMILTON HALTON

## POSITION POSTING

Position Title: **Executive Coordinator – Hamilton**

**Full-time 13-month Contract (35 hours per week)**

The Alzheimer Society of Brant, Haldimand Norfolk, and Hamilton Halton (ASBHNHH) is looking for an Executive Coordinator for a 13-month contract. This position supports all aspects of the office of the CEO, works closely with the Senior Leadership Team, and is responsible for the effective management and coordination of the office of the CEO, providing executive and administrative support to the CEO, Senior Leadership Team, and Boards of Directors for both the Society and the Foundation. The position also provides coordinator assistance with HR functions as assigned.

This position is multi-faceted, fast paced, and requires independent work on projects from conception to completion. The Executive Coordinator must have a proactive ability to anticipate organizational needs, and the ability to handle confidential matters with discretion. This position is part of the senior leadership team and helps to build and strengthen the relationships that are crucial to the success of the organization.

The Alzheimer Society is an equal opportunity employer and is dedicated to building a workforce that reflects the diversity of our communities in which we serve. We respect the diversity in our community that includes, but is not limited to, race, ethnicity, national origin, gender identity, gender expression, sexual orientation, age, ability, socio-economic status, class, neurodiversity, and religion. We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request.

This position is located at our Hamilton Office with occasional travel. A valid driver's license and regular access to a reliable vehicle are requirements for this position.

Office hours are Monday to Friday from 8:30 am to 4:30 pm, but occasional evening and weekend work may be required. The hourly rate range for this role is \$23.74 - \$35.60 per hour (\$43,200 - \$64,800 per annum based on a 35-hour work week / 1820 hours per year).

### **Tasks:**

#### **EXECUTIVE SUPPORT:**

1. Provides day-to-day administrative support to CEO, Senior Leadership Team, and Board Members.
2. On behalf of the CEO and Senior Leadership Team, prepares a variety of documents, reports and proposals ensuring consistent formatting and content alignment with organizational standards.
3. Manages the CEO's communications, Outlook e-mail (filing e-mails, bringing attention to time sensitive e-mails, ensuring outlook contacts are current), Outlook calendar, and travel, edits and distributes documents, and ensures the smooth flow of information.
4. Keeps the CEO well informed of upcoming commitments and responsibilities, flagging conflicts, anticipating schedule requirements, and preparing resources in advance.

5. Serves as a liaison for the CEO both internally and externally.
6. Research and draft correspondence for the signature of the CEO and replies to correspondence directed to the CEO while reviewing and prioritizing messages.
7. Supports the Boards and committees by organizing meetings, agendas, materials, recording and distributing minutes, and preparing and distributing orientation binders.
8. Establish and maintain a Senior Leadership intranet site, as well as maintaining the Board portal (iCloud) and iPad utilization (sign-out sheet, tech support)
9. Prepares and submits timesheets and travel and expense claims for the CEO.
10. Undertakes special or one-time projects as directed by the CEO.
11. Maintains confidentiality of all sensitive or private information.
12. Maintains organizational archives (paper and electronic) of governance and historical documents and acts as a custodian of documents pertaining to the Board, Committees of the Board, and Senior Leadership.

**OTHER:**

13. Participates in Quality Improvement initiatives as identified in the Quality Improvement Plan.
14. Participates in internal and external networks and committees as required.
15. Assists with the planning and coordination of all leadership and staff meetings, preparing meeting agendas and documents, disseminating meeting documentation, date and venue coordination, etc.
16. Provides some Human Resources Coordinator functions (e.g. correspondence, reference checks).
17. Represents the Alzheimer Society professionally in the community.
18. Complies with organizational policies and procedures.
19. Complies with the duties imposed by law or contract and the policies and procedures for performing the job in a safe and healthy manner.
20. Takes an active role in promoting and protecting personal health and safety and the health and safety of others, both staff and consumers. [Sec. 28(2) OHS]
21. Performs other duties as assigned.

**The above tasks are representative but not all-inclusive.**

**Specialized Knowledge, Skills, & Experience Requirements:**

- Must have a minimum of 5 years of directly related administrative experience, or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Experience in the Human Resources field is an asset.
- Must have knowledge of administrative principles and practices.
- Must have the demonstrated ability to plan, organize, and manage multiple demands and competing priorities, with the flexibility and ability to switch readily between tasks as necessary.
- Must have the demonstrated ability to create, organize, and maintain effective and efficient record keeping systems (both paper and electronic).
- Must be a self-starter with the ability to perform duties with minimal supervision.
- Must have excellent verbal and written communication skills and advanced minute taking skills.
- Must have strong problem solving and decision-making skills.
- Must have the ability to build good working relationships with employees at both local and regional levels.

- Must have the ability to obtain pertinent information from a variety of sources.
- Must have superb proficiency with Microsoft Office Suite applications.
- Some travel and occasional evening and weekend work is required.
- A valid driver's license and access to a vehicle are required.

**All employees are expected to abide by the ASBHNHH Code of Conduct.**

Educational Requirements:

- A college diploma or undergraduate degree in business or another relevant field is required

Benefits and Working Conditions:

- 35-hour work week
- Highly Competitive paid time off
- Flexible work schedule. While primarily working in office, there is potential for work from home days.
- Employee Assistance Program
- Collaborative and supportive team environment

Interested candidates are asked to submit a cover letter and resume to Indeed (link below) outlining how their skills meet the needs of this position before 9am on Monday, December 5, 2022.

<https://ca.indeed.com/cmp/Alzheimer-Society-of-Brant,-Haldimand-Norfolk,-Hamilton-Halton-1/jobs>

***We thank all applicants for their interest, however, only those selected for an interview will be contacted.***

**Please note:** The ASBHNHH requires that staff be fully vaccinated for COVID-19, subject to any accommodation obligations they may have under human rights legislation.