

# Société Alzheimer Society

BRANT, HALDIMAND NORFOLK,  
HAMILTON HALTON

## POSITION POSTING

Position Title: **Administrative Assistant (Summer Student contract)**

**Fixed term Contact (9 weeks, 30 hours per week)**

The Alzheimer Society of Brant, Haldimand Norfolk, and Hamilton Halton (ASBHNNH) is looking for an enthusiastic and self-motivated Administrative Assistant to provide program, fundraising and office administrative support to our team. Office locations include: Burlington, Hamilton, Brantford, Simcoe and Hagersville.

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 Administrative Assistant position is created through the funding of the Canada Summer Jobs program. All applicants must be between the ages of 15 and 30 years old. This contract includes a total of 270 hours to be completed no later than August 30th. The start date is negotiable, and the days and hours of work are Monday to Friday, 8:30 am to 4:30 pm, 30 hours/week, for 9 weeks. Rate of pay is \$16.55 per hour.

### **Duties and Responsibilities may include:**

- Assisting program staff with materials and set up for their support and/or education groups.
- Assisting fundraising staff with planning and executing special events such as golf tournaments
- Assisting office staff with project coordination and/or research.
- Providing Reception backfill coverage, including answering phones.
- Providing support with clerical and administrative responsibilities including filing, data entry, and photocopying.
- Performing other related duties as required.

### **Experience Requirements and skills:**

- Proficiency with Microsoft Office Suite applications and databases.
- Familiarity with office administration and program support is an asset.
- Effective organizational and time management skills.
- Excellent communication and interpersonal skills.
- Must have Vulnerable Sector Police Check
- Knowledge of Alzheimer's disease and/or other dementias is considered an asset.
- Ability to speak a second language is an asset.

Interested candidates are asked to submit a cover letter and resume by May 5, 2024 to [HR@alzda.ca](mailto:HR@alzda.ca)

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