

Soci t  Alzheimer Society

BRANT, HALDIMAND NORFOLK,
HAMILTON HALTON

POSITION POSTING

Position Title: **Administrative and Development Assistant - Hamilton**

Full-time Permanent (35 hours per week)

Under the direction of the Team Lead, Administration and the Director of Development, this position provides frontline administrative services to support the operations of the office and program areas. Support may include, but is not limited to, correspondence, volunteer support, reception, program support, finance, and foundation support. This position is multi-faceted, fast paced and requires independent work on projects.

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 based in our Hamilton Office with occasional travel throughout our catchment areas. This is an in-office position five (5) days per week with no opportunity to work from home. Regular office hours are Monday to Friday from 8:30am to 4:30pm, but occasional evening and weekend work may be required. The salary range for this role is \$37,904 to \$47,380 based on 1820 hours annually (35 hours per week).

Duties and Responsibilities:

- Acts as the first point of contact for phone calls and visitors, greeting and welcoming in a professional, friendly manner
- Maintains day-to-day operations of the office including placing orders, maintaining office systems & general appearance of reception, supply rooms and other public areas
- Receives payments for programs and accepts donations
- Processes financial transactions, prepares bank deposits & financial reports, and delivers bank deposits
- Utilizes database(s) features to manage gifts and steward donors
- Supports Development team members, in-office and off-site, with activities including charitable receipts, correspondence, mailings, special events (including third party), community outreach and sponsorship
- Working in collaboration with the Team Lead, provide administrative support to Society programs/services

Education and Experience:

- Completion of a two-year office management diploma from an accredited college (preferred)
- Minimum of two (2) years' experience of office management
- Previous experience in the non-profit sector is an asset
- Experience with Blackbaud software (Raiser's Edge, Luminate, Merchant Services) is an asset

General Competencies:

- Demonstrated ability to plan, organize and manage multiple demands and competing priorities, with the flexibility and ability to switch readily between tasks as necessary
- Advanced skills in Microsoft Office Suite applications and databases
- Troubleshooting skills and ability to problem solve

- Excellent written and verbal communication skills
- Excellent customer service skills
- Must have the ability to deal with confidential information with discretion and professionalism
- Must have a valid driver's license and access to a reliable vehicle
- Must provide a clear vulnerable sector police check
- Fluency in a second language is an asset

Benefits and Working Conditions:

- 35-hour work week
- 3 weeks paid vacation to start (+ 2 additional float days)
- Generous paid sick time after 3 months
- Excellent Group Benefits package after 3 months
- Competitive Group RRSP after 1 year
- Employee Assistance Program
- Collaborative and supportive team environment

Interested candidates are asked to submit a cover letter and resume to HR@alzda.ca by September 29, 2024

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