

# Société Alzheimer Society

BRANT, HALDIMAND NORFOLK,  
HAMILTON HALTON

## Job Posting

**Title: Development /Administrative Associate**

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**Full time Permanent**

**Hours:** 35/week (1820hrs/year)

**Rate of pay:** \$23.00 - \$24.50/hr

**Location:** Burlington

**Start Date:** September

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**About us:** The Alzheimer Society of Brant, Haldimand Norfolk, Hamilton Halton (ASBHNHH) is the local community agency dedicated to supporting families living with dementia. Visit us at <https://alzda.ca>.

The Alzheimer Society values work-life balance. We are an equal opportunity employer and are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We respect, honour, and celebrate the diversity in our community.

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**Position Summary:** Under the direction of the Director of Development and Team Lead, Administration, this position is responsible for coordinating the ASBHNHH's fundraising efforts, specifically the annual Walk for Alzheimer's in Halton and assisting with office administration duties. This position combines responsibilities in donor engagement, front desk reception, and general administrative tasks and site coordination to ensure smooth operations and effective community outreach. This role is supported by the admin and development teams. **This role is based in our Burlington office five (5) days per week.**

### Primary Responsibilities:

- Coordinates fundraising activities, mainly focusing on the annual Walk for Alzheimer's and community engagement projects in Halton.
- Engage with fundraising events including sponsorship, participant recruitment/support, ticket sales, event preparations, event-day activities, and event wrap-up
- Participate in community outreach activities.
- Manages petty cash for the site.
- Receives payments for programs and accepts donations.
- Serve as the first point of contact for phone calls and visitors, providing a welcoming, professional experience.
- Carry out administrative duties as needed.
- Maintains day-to-day operations of the office including placing orders, inventory management & general appearance of reception, supply rooms and other public areas.
- Responsible for opening/closing procedures of site (during scheduled business hours) and in collaboration with Site Manager, oversees general operations of site.
- Working in collaboration with the Leadership team, provide administrative support to ASBHNHH programs/services (e.g. mailings, referrals, data entry)
- Assist in supporting office volunteers.
- Maintain a thorough understanding of current ASBHNHH programs and be familiar with other local allied healthcare agencies & community support services.

- Champions employee engagement providing support to organization Wellness Activities (e.g. potluck lunches)

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

#### **Requirements:**

- Post-secondary education in fundraising, administration or a related field.
- Previous experience with event coordination
- Previous experience in the non-profit sector and/or working with the vulnerable sector (asset).
- Must have strong file/records/data management skills.
- Demonstrated superior proficiency with Microsoft Office Suite applications, databases, and office equipment (telephone, fax, photocopier, etc.)
- Experience with Blackbaud software or other fundraising platforms (asset).
- Must be detail oriented, well organized and have good problem-solving skills.
- Must handle confidential and sensitive materials and information with discretion and professionalism.
- Demonstrated ability to effectively manage time and prioritize tasks.
- Excellent oral and written communication skills.
- Shows initiative, flexibility, and resourcefulness.
- Brings an enthusiastic, empathetic, positive thinking approach.
- Excellent customer service skills.
- Must be capable of lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing.
- Ability to communicate in a second language (asset).
- Valid drivers' license and regular access to a reliable vehicle (required).
- Candidates must have access to a reliable phone capable of downloading an app (e.g., Microsoft Authenticator) to support two-factor authentication for IT security purposes.
- A valid vulnerable sector police check issued within 3 months of the hiring date.

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

#### **Benefits and Working Conditions:**

- 35-hour work week
- Office setting in person, 5 days per week.
- 3 weeks paid vacation to start (+ 2 additional float days)
- Paid sick time
- Excellent benefits package
- Competitive RRSP
- Employee Assistance Program
- Collaborative and supportive team environment

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**How to apply:** Interested candidates are asked to submit a cover letter and resume to [HR@alzda.ca](mailto:HR@alzda.ca) by 11:59pm on September 1, 2025.

Interviews may begin as applications are submitted. Interested parties are therefore encouraged to submit their application as soon as possible.

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 for candidates taking part in all aspects of the selection process.

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