

Société Alzheimer Society

BRANT, HALDIMAND NORFOLK,
HAMILTON HALTON

Job Posting

Title: **Administrative and Program Assistant**

Full time Permanent

Hours: 35/week (1820hrs/year)

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

Location: Hamilton – in person

Start Date: ASAP

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.

Position Summary: Under the direction of the Team Lead, Administration, and the Director, Development, this position provides comprehensive administrative support to ensure the smooth operation of the office and various program areas. Acting as the first point of contact for clients, visitors, and staff, the Administrative and Program Assistant plays a key role in maintaining efficient communication and supporting program delivery. This role requires a highly organized, tech-savvy individual who is comfortable juggling multiple tasks and priorities. Responsibilities include, but are not limited to: reception, client intake, data entry and management, creation of surveys and reports, volunteer coordination, and assistance with program communications such as newsletters and flyers.

This role is based in our Hamilton office five (5) days per week.

Primary Responsibilities:

General Administration:

- Serve as the first point of contact at reception, greeting and assisting clients, visitors and staff
- Screen and direct incoming phone calls and inquiries
- Prepare outgoing mail and courier packages; receive and distribute incoming mail and packages
- 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.
- Receives payments for programs and accepts donations.
- Assist in training, scheduling and coordinating administrative office volunteers.
- Minute taking for in-person meetings

Development:

- Support digital fundraising platforms like Fundraise Up and Luminate to support donor campaigns and special events
- Engage with fundraising events including sponsorship, participant recruitment/support, ticket sales, event preparation, event-day activities and event wrap-up

Communications:

- Updating promotional materials (e.g. flyers, brochures, digital graphics), using Canva or similar tools
- Working with the Communications lead, assisting in the creation and deployment of bi-monthly e-newsletters
- Collaborate with the Development team to create and deploy digital and print fundraising campaigns

The above tasks are representative but not all-inclusive.

Requirements:

- Post-secondary education in office administration, business or a related field.
- Two years experience in administration or office management
- Previous experience in the non-profit sector and/or working with the vulnerable sector (asset).
- Demonstrated superior proficiency with Microsoft Office Suite applications and databases
- Experience with design software (Canva, Microsoft Publisher) and email software (MailChimp, Constant Contact, Feathr)
- 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 multiple priorities, meet deadlines, and work both independently and collaboratively
- Excellent oral and written communication skills.
- Shows initiative, flexibility, and resourcefulness.
- Must have a valid drivers' license and regular access to a reliable vehicle
- Must be capable of lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing.
- Ability to communicate in a second language (asset).
- Candidates must have access to a reliable phone capable of downloading Microsoft Authenticator app 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

How to apply: Interested candidates are asked to submit a cover letter and resume to HR@alzda.ca by 11:59pm on October 10, 2025.

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.