

Société Alzheimer Society

BRANT, HALDIMAND NORFOLK,
HAMILTON HALTON

Job Posting

Administrative Assistant – Office of the CEO

Full-Time, Permanent

Hours: 35 hours/week (1,820 hours/year)

Rate of Pay: \$27.00 - \$29.00/hour

Location: Brantford/Hamilton

Start Date: As soon as possible

The Alzheimer Society of Brant, Haldimand Norfolk, Hamilton Halton is looking for a highly organized, proactive, and detail-oriented Administrative Assistant to join our team and provide dedicated support to the Office of the CEO.

Reporting to the Executive Operations and Governance Manager, this position plays an important role in supporting the effectiveness of our leadership team and the day-to-day operations of the CEO's office. The successful candidate will be a trusted administrative partner who enjoys working in a collaborative environment, managing competing priorities, and ensuring information, meetings, and projects are coordinated effectively.

Office hours are Monday to Friday from 8:30 a.m. to 4:30 p.m.; however, occasional evening and weekend work may be required. This role is based in office five (5) days per week.

What You Will Do

- Provide confidential administrative support to the CEO and Executive Operations and Governance Manager.
- Manage calendars, coordinate meetings, and support scheduling priorities.
- Prepare professional correspondence, reports, presentations, and meeting materials.
- Support leadership meetings, committees, and organizational initiatives.
- Coordinate meeting logistics, including virtual meetings, documentation, and follow-up activities.
- Maintain organized records and support effective information management.
- Assist with tracking projects, deadlines, and action items.
- Provide professional and timely communication with internal and external stakeholders.

What You Bring

- A college diploma or undergraduate degree in business administration, office administration, or a related field.

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- A minimum of two to five years of administrative experience, preferably supporting senior leadership.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Strong attention to detail and the ability to handle confidential information with professionalism and discretion.
- Ability to work independently while building positive relationships across the organization.
- Proficiency with Microsoft Office Suite applications. Experience with Raiser's Edge is an asset.

Additional Requirements

- Valid driver's license and access to reliable transportation.
- Ability to occasionally work evenings and travel as required.
- Access to a reliable phone capable of supporting two-factor authentication applications.
- Successful completion of a vulnerable sector police check issued within three months of the hiring date.
- Fluency in a second language is an asset.

Why Join Us?

At the Alzheimer Society of Brant, Haldimand Norfolk, Hamilton Halton, you will have the opportunity to contribute to meaningful work that supports individuals and families impacted by dementia. You will be part of a compassionate, dedicated team committed to making a difference in our communities.

In addition to meaningful work, we offer:

- 35-hour work week
- Three (3) weeks of paid vacation to start, plus two float days
- Generous paid sick time after three (3) months
- Comprehensive group benefits package
- Employee Assistance Program
- Professional development opportunities
- A collaborative, supportive, and mission-driven team environment

How to Apply

If you are a highly organized professional who enjoys supporting leadership, improving processes, and being part of a purpose-driven organization, we would love to hear from you.

Please submit your cover letter and resume to **HR@alzda.ca** by **11:59 p.m. on July 26, 2026**

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Accessibility and Equity

The Alzheimer Society Brant, Haldimand Norfolk, Hamilton Halton is committed to fostering an inclusive, diverse, equitable, and accessible workplace where everyone feels valued and respected. We welcome applications from individuals of all backgrounds, experiences, and abilities.

We are committed to providing accommodation throughout the recruitment, selection, and employment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the hiring process, please let us know, and we will work with you to meet your needs.

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