

**Summer Student (35 hours per weekͿ**

**Office Assistant**

The Summer Student will help support fundraising and office duties, assisting with special events promotion and activities, reporting, as well as including community relations/stewardships, other duties as required and office team support.

# Job Description:

* Assist with the coordination, implementation and execution of special events
* Assist with media, marketing and advertising
* Aid in the Creation and development of promotional materials
* Distribute promotional materials (posters, brochures, newsletters) to increase awareness and outreach
* Contribute to and help maintain social media presence, web and print communications

# Qualifications:

* Familiarity with the use of Microsoft office, Google Chrome, Adobe, or willingness to learn
* Strong written and oral communication skills.
* Demonstrate organizational skills, ability to learn and work to meet deadlines
* Ability to work independently and within a team setting in a fast-paced environment
* Ability to take direction and a positive attitude
* Must have a drivers’ license and access to a vehicle

Alzheimer Society of Kenora/Rainy River Districts

Attention: Rossana Tomashowski, Executive Director Email: [info@alzheimerkrr.com](mailto:info@alzheimerkrr.com)

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