

# *Société Alzheimer Society*

NEW BRUNSWICK / NOUVEAU-BRUNSWICK

## **Volunteer Opportunity Description**

**Title:** Administrative Support

**Summary:** The Alzheimer Society is seeking a detail-oriented volunteer to help with administrative tasks at our Resource Centre in Fredericton, NB.

**Position Benefits:** The volunteer will be given the opportunity to gain valuable work experience, while having a positive impact on the lives of New Brunswick families who have been impacted by dementia.

**Responsibilities:**

- Provide general office assistance such as folding brochures, filing and mailing
- Assist with data entry
- Help with mass mail outs

**Qualifications:**

- Friendly and warm demeanor
- Excellent communication and organizational skills
- Computer skills are an asset
- Criminal record check required
- Available during business hours

**Term:** Ongoing

**Time required:** The volunteer would commit to 2-3 hours per month, flexible schedule

**Please send an updated resume to:**

Amy Vye, Volunteer Coordinator  
Alzheimer Society of New Brunswick  
(506) 459-4280

[volunteer@alzheimernb.ca](mailto:volunteer@alzheimernb.ca)