

# Société Alzheimer Society

C A N A D A

<b>Volunteer Position:</b> Bilingual Donor Services Volunteer	<b>Supervisor:</b> Donor Relations Co-ordinator
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## Overview:

The role of a Bilingual Donor Services Volunteer is to help staff in the completion of tasks which support the endeavours of the Fund Development Department at the Alzheimer Society of Canada. This is a work-from-home position.

**This position requires a minimum 6-month commitment.**

## Qualifications & Experience:

Comfort communicating in both English and French

Interest and experience in the assigned tasks.

Comfort level working with Microsoft Office Suite, including managing large spreadsheets in Excel

Communicating with donors or staff by telephone & email.

## Responsibilities:

Complete assignments as agreed upon (see checklist page 2).

Be prepared to learn about Alzheimer's disease and the services of the Society.

Ensure information regarding donors and their relationship with the Society is treated in a confidential manner.

## Time Commitment:

Mutual flexibility as to weekdays and time.

## Orientation & Training:

Orientation to the Alzheimer Society of Canada and Alzheimer's disease provided by the Donor Relations & Database Administrator and the Donor Relations Co-ordinator.

Training to the position provided by the designated supervisor depending on the assignment.

## Benefits:

Opportunity to offer skills and experience in a meaningful way.

Educational opportunities to enhance volunteer understanding of Alzheimer's disease and related dementias.

Formal and informal appreciation for your contribution to the Society's work.

A Letter of Reference, upon completion of commitment if requested.



ALZHEIMER SOCIETY OF CANADA / SOCIÉTÉ ALZHEIMER DU CANADA  
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WEB SITE/SITE INTERNET : [www.alzheimer.ca](http://www.alzheimer.ca) E-MAIL/ADRESSE ÉLECTRONIQUE : [info@alzheimer.ca](mailto:info@alzheimer.ca)  
CHARITABLE REGISTRATION #/NUMÉRO D'ORGANISME DE CHARITÉ : 11878 4925 RR0001

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**Bilingual Donor Services Volunteer will offer aid in both English and French with light administrative duties as such:**

- Assessing donor voice messages and emails, coding their files as necessary.
- Data entry in fundraising data base.
- Other tasks as the supervisor sees fit.



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