

Job Posting

Alzheimer Society of Canada

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

OUR VALUES

Collaboration Accountability Respect Excellence

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also 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.

Research Program Intern

Reports to: Director, Research and Knowledge Translation and Exchange

Supervises: N/A

Job Summary

The Research Program Intern will be responsible for providing administrative and support services to the Research Lead and Research Program Assistant within the Research, Knowledge, Translation and Exchange team at the Alzheimer Society of Canada. The Alzheimer Society Research Program (ASRP) is a national, annual research competition that supports researchers from across Canada in all areas of dementia research seeking funding for their dementia-related research projects. The Research Program Intern will assist in the planning and operation of ASRP, providing administrative and clerical support to the program as needed. This position provides the Research Program Intern with the opportunity to learn more about the dementia research landscape, to work closely with individuals with lived experience of dementia, and to gain unique experience and knowledge around the research application and funding process.

Essential Duties and Responsibilities:

- Provides administrative support to the Alzheimer Society Research Program (ASRP) including information management, document support, and general clerical support
- Supports the Research Lead and Research Program Assistant with the recruitment and training of Citizen Reviewers (people with lived experience of dementia) for the Peer Review process
- Assists with the administration of quarterly payments to ASRP grant and award recipients, including the tracking of progress/final/financial report submissions
- Updates the Canadian Research Information System (CRIS) database with the most recent ASRP data from the 2021-2022 competition
- Assists with the coordination and administration of the Alzheimer Society webinar series
- Assists with special project work, as assigned

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Job Qualifications

Education:

- Minimum first year university undergraduate
- An equivalent combination of education and experience will also be considered

Experience:

- Experience in an administrative support role where you ideally supported a team
- Previous experience working in a research-related environment or non-profit organization is an asset
- Lived experience with dementia care will be considered an asset

Other Knowledge, Skills, Abilities or Certifications:

- Excellent writing, editing skills, MSOffice skills (PowerPoint, Word, Excel, Outlook).
- Excellent verbal and written communication
- Strong organizational skills and attention to detail
- Ability to maintain confidential information
- Experience using JotForm, SurveyMonkey, DoodlePoll, and/or FluidReview is a strong asset
- Knowledge of Alzheimer disease and related dementias is an asset
- Written and verbal bilingualism (English/French) is an asset
- Successful candidates will be excited to join and excel in a collaborative, team-focused environment, with the keen ability to multi-task and be organized across all projects

2022 Canada Summer Jobs Eligibility Requirements:

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*International Students are not eligible

This contract role requires thirty-five (35) hours per week for eight (8) weeks.

Commitment to Equitable Recruitment

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

COVID-19 Vaccination

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.

Please submit your resume and cover letter to: resumes@alzheimerssc.org

Please include the 'Job Title' in the subject line.

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Closing Date: May 24, 2022

We thank all who apply, but only those selected for an interview will be contacted.