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| Job title | <i>Operational Administrator</i> |
| Reports to | <i>Operations Coordinator</i> |
| Location | <i>Edmonton, Alberta (Allendale Professional Building)</i> |
| Details | <i>Temporary, Full time, In office</i> |
| Length of Term | <i>March 16, 2026 – June 29, 2026</i> |
| Salary Range | <i>\$25.00 per hour plus 4% vacation</i> |
| Closing Date | <i>End of Day Wednesday February 11, 2026</i> |

Who We Are

The Alzheimer Society of Alberta and Northwest Territories (AS AB/NT) is a not-for-profit association that exists to heighten awareness about Alzheimer's disease and related dementia, provide support services, and support research into the cause and a cure for this disease.

Our vision is a world without Alzheimer's disease and other dementias.

Our values are "CARE: Collaboration, Accountability, Respect, and Empathy."

The Position

Reporting to the Operations Coordinator, the Operational Administrator will play an integral role in supporting the donations administration for two major Society events. Working in multiple databases, this position will accurately complete data entry including updating donor information, allocating donations, and communicating with donors.

The Operational Administrator is accountable for accurate and timely data entry to initiate the financial reconciliation process on a weekly basis.

The responsibilities of the Operational Administrator include, but are not limited to:

- Ensuring accurate processing and recording of donations
- Running reports from financial and fundraising databases
- Adjusting and formatting data for import using MS Excel
- Promoting donor engagement by working with Philanthropy and Finance to allocate funds received during large-scale Campaigns (APA and WFA)
- Producing and sending tax receipts, and memorial/tribute letters in a timely manner
- Responding to donor requests and creating accounts as required.

Qualifications

- Post secondary certificate level or higher with a focus in business administration (accounting background preferred)
- 1-3 years' experience working with databases
- 1-3 years' experience working in a front-line customer service role in an office environment

- High level of proficiency in the Microsoft Office Suite, primarily in MS Excel is required
- Working knowledge of basic accounting considered an asset
- Experience working in a non-profit setting is considered an asset
- Exceptional interpersonal, written, verbal communication, and telephone skills
- Demonstrated consistent work at the highest quality level with attention to detail, and degree of accuracy
- Exceptional time management skills
- Flexible and adaptable
- Legally eligible to work in Canada and able to provide a recent and clear criminal record check.

Working conditions

- Office environment with routine use of computer
- Standard 35-hour workweek (Monday to Friday, 8:30 a.m. to 4:30 p.m.)

**To apply please send a copy of a brief cover letter and resume by email to
hr@alzheimer.ab.ca by Wednesday, February 11, 2026 end of day.**

We thank all candidates for their interest. However, only those selected for an interview will be contacted.

The Alzheimer Society of Alberta and Northwest Territories is an equal opportunity employer and values diversity of all kinds.