

Alzheimer Society
SAULT STE. MARIE & ALGOMA DISTRICT

JOB DESCRIPTION

Job Title	Special Events Assistant
Job Status	Temporary Full Time Summer Months
Starting Wage	\$15.50 per hour
Reports To	Executive Director/Resource Development Coordinator
Hours of Work	8:30 to 4:30 Monday to Friday (one hour lunch break) Monday July 4 to Friday August 26, 2022
Job Location	Sault Ste. Marie
Description	<ul style="list-style-type: none">• Working with the Alzheimer Society's Resource Development Coordinator to assist in developing and implementing a marketing plan that confirms past supporters and identifies and confirms new supporters to participate in the 2022 Social With A Purpose (formerly Alzheimer Coffee Break®.)• General office duties.

Job Requirements:

1. Candidate must meet eligibility requirements of Canada Summer Jobs program:
 - a. Is between 15 and 30 years of age (inclusive) at the start of employment;
 - b. Is a Canadian citizen, permanent resident, or refugee under the Immigration and Refugee Protection Act;
 - c. Is legally entitled to work according to the relevant provincial legislation and regulations.
2. Experience in the following fields: marketing, communications, business, event planning and/or public relations. Experience in other programs and the appropriate combination of ability and experience in these areas may also be considered.
3. Proficiency with Microsoft Office applications, including Word, Excel and Publisher, as well as other applications (email, Social Media).
4. Excellent written and verbal communication skills.
5. Experience with telephone marketing would be considered an asset.
6. Ability to work independently and to organize multiple tasks effectively.
7. Ability to demonstrate strong time management and organizational skills.

Responsibilities:

1. Assist in planning, marketing, and further developing the 2022 Social With A Purpose, which includes but is not limited to the following tasks:
 - a. contacting all previous year's host sites to confirm their participation;
 - b. developing a list of potential new host sites, and contacting them to encourage participation;
 - c. developing and preparing promotional materials to encourage community participation in the event;

- d. coordinating promotional events with the giant coffee cup balloon which may include setting up and sitting with the balloon in order to promote Social With A Purpose;
 - e. assisting in preparing media releases and notices regarding the event;
 - f. creating and updating spreadsheets to track host site recruitment;
 - g. customizing all event materials reflect the local Alzheimer Society chapter;
 - h. coordinating volunteers for preparation of kits, delivery routes, etc.;
 - i. performing any other tasks necessary to ensure that the event runs smoothly.
- 2. Assist the Resource Development Coordinator with the organization of other fundraising events. Duties may include development/maintenance of data bases, general correspondence, etc.
- 3. Provide back up telephone and office reception, including assisting with public inquiries for information and processing Resource Centre loan requests or the demonstrated ability to successfully work in a home environment with access to a quiet space, telephone and reliable internet connection. (If required)
- 4. Perform general office duties, including photocopying of printed materials and filing of correspondence.
- 5. Perform other duties as assigned.

Please send letter of application and resume to:

Alzheimer Society of Sault Ste. Marie and Algoma District
Attention: Bea Fioramanti, Resource Development Coordinator
61 Great Northern Road
Sault Ste. Marie P6B 4Y8
beafioramanti@alzheimeralgoma.org

Application deadline: June 3, 2022

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