

ASSISTANT, COMMUNICATIONS

Permanent, full-time

ABOUT THE POSITION

The Marketing & Communications team is responsible for managing the Society's reputation and enhancing its visibility. The **Communications Assistant** plays an integral role in ensuring core systems and processes are functioning to support proactive, effective and responsive marketing and communications initiatives led by a dynamic team.

ABOUT YOU

You are a dynamic team player with organizational superpowers and a desire to learn. You are patient and proactive, adept at anticipating needs and solving problems. You love a good spreadsheet and have good attention to detail. Bonus points if you are passionate about organizational culture and ways to bring virtual and physical teams together.

RESPONSIBILITIES/ACCOUNTABILITIES

Reporting to the Associate Director, Marketing & Communications, this role is responsible for the following:

- Providing marketing and communications information, insight and reporting, including daily, weekly and quarterly media and social media monitoring and reporting for a variety of audiences.
- Supporting overall Society marketing and communications through a variety of channels, including internal channels, email outreach, website and social media as well as media relations activities.
- Ensuring efficient, effective and consistent use of the Society's customer-relationship management database (Raiser's Edge/NXT) to support departmental functions and goals.
- Coordinating meeting, event and travel logistics as required.
- Supporting the development, production and distribution of the Society's publications and providing administrative support to the committee responsible for determining editorial content.
- Developing and maintaining administrative systems critical to organizational efficiency including: ordering and use of print and promotional materials, managing vendor quotes/invoices/relationships, expense report and credit card reconciliation, meeting agendas and minutes, staff onboarding and offboarding, orientations, as well as other projects.
- Collaborating with staff across the organization on interdepartmental committees and projects.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Relevant post-secondary certificate, plus 1 to 3 years of experience at an administrative level with some project management experience.
- Thorough working knowledge of Office 365, including Word, Excel and PowerPoint.
- Experience with Raiser's Edge or another customer-relationship management database.

- Understanding of administrative support tasks, project management, and logistical duties including meeting planning and travel requirements.
- Knowledge of service provision in a charitable or non-profit environment would be an advantage.
- Strong attention to detail, ability to multi-task, willingness to learn, problem-solve and innovate.

PLEASE NOTE: The successful candidate will be asked to provide proof of full COVID-19 vaccination and may also be required to obtain clearance through the B.C. government online criminal record check system.

ABOUT US

There are approximately 70,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer’s disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported and included.

We offer a flexible hybrid work environment, and the opportunity for a nine-day fortnight. We also offer:

- Excellent employee benefits package.
- Competitive annual salary range of \$40,300 to \$60,500.
- Participation in Group RRSP.
- Employee and Family Assistance program for you and your dependents.
- Growth and learning opportunities, including support for appropriate training and development initiatives.
- Generous leave provisions (vacation, personal days, etc.)
- 13 paid statutory holidays per year.

Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community foster the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

EMAIL (Only PDF or Word documents are accepted) your resume with a cover letter that details how your experience and qualifications match this opportunity.

This posting will remain open until filled. Interested candidates are encouraged to apply as soon as possible.

Human Resources
 Alzheimer Society of B.C.
 Suite 300
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 Vancouver, B.C. V5Z 1E2
humanresources@alzheimerbc.org

Thank you for your interest in the work of the Society. Please note only shortlisted candidates will be contacted directly.

To learn more about the Alzheimer Society of B.C., our work, mission and programs, visit www.alzheimerbc.org.



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