

Office Assistant

Office Assistants help staff deliver high quality services to local communities by taking care of many of the administrative details needed to provide caring, personalized, reliable support to our clients. Resource centres are located throughout the province and offer information, education and support to families living with dementia.

Role responsibilities:

- Providing general office assistance, including photocopying, filing, mailing, and emailing.
- Entering data into spreadsheets, word documents or databases.
- Welcoming people who call or come into the office in a friendly manner.
- Assisting staff or volunteers with room set up, materials and refreshment preparation, and handout name tags or other resources.
- Printing, counting, preparing and packaging brochures, training and education materials, and other print resources.
- Maintaining inventory of materials and ensuring resources are organized and accessible.
- Creating information packages for the public and health care professionals.
- Connecting with registrants of upcoming program and workshop sessions.
- Responding to calls and email enquiries.
- Running errands (e.g. pick up refreshments for groups).

Requirements:

- Excellent organizational skills and attention to detail.
- Ability to work as part of a team and independently.
- Ability to respect confidentiality.
- Excellent interpersonal skills and good communication skills.
- Cultural awareness, sensitivity, and respect for diversity.
- A desire to learn more about dementia, person-centred language and the resources available to people living with dementia, their families and caregivers.
- Daytime availability.

Training provided:

An orientation to the Alzheimer Society of B.C., foundational learning about dementia and onsite training, supervision as well as on-going mentorship opportunities.

Commitment:

- Minimum one year commitment
- 1 to 2 shifts per week (3 hours per shift)

[If you are interested in this role, please complete our online application.](#)

If you have any questions, please contact the Provincial Coordinator (Volunteer Engagement) at **agill@alzheimerbc.org**.