

Alzheimer Society

DURHAM REGION

Position: Program Assistant – Special Events / Administration – Contract until July 2, 2021 with possibility of extension. 30 hours/week.

Reports to: Director, Community Engagement

Start Date: May 10, 2021 – subject to funding

Position Summary: Working as a member of the ASDR team, the Program Assistant – Special Events / Administration will provide support to the fund development and program teams by performing administrative duties relating to events, coordinating and engagement of volunteers, including but not limited to onboarding and retention.

Responsibilities:

a) Event Administration:

- Place solicitation and follow up calls to prospect and past Third Party hosts
- Call past participants for the IG Wealth Management Walk for Alzheimer's to have them re-register, and encourage fundraising
- Assist with event logistics – social media reporting, offline pledges and any coordinating information/verification and account set-up.

b) Administration:

- Responsible for all aspects of the volunteer intake cycle including recruitment, screening, orientation, training, & recognition of all agency volunteers
- Develops volunteer job descriptions for all positions
- Maintains complete and accurate documentation records related to volunteer engagement
- Develops appropriate schedules according to program needs
- Provides volunteer training in conjunction with program staff
- Ensures agency program need for volunteers is met
- Provides ongoing feedback and conducts volunteer role evaluations
- Coordinates and provides direct supervision of volunteers onsite and offsite when applicable
- Organizes and implements an annual volunteer recognition event
- Other duties as required

Relationships: Reporting to the Director, Community Engagement, the Program Assistant – Special Events / Administration works as a part member of the Community Engagement team and has close working relationships with the whole agency, including: Public Education, Family Support staff, and volunteers assigned to a variety of duties.

The Program Assistant – Special Events / Administration also maintains working relationships with professional colleagues, local schools, event sponsors, community agencies, and other organizations and groups working with people living with dementia in Durham Region.

QUALIFICATIONS AND SKILLS:

- Postsecondary degree/diploma in Business, Marketing, Communications, Volunteer Management, Event Management or related discipline or an equivalent combination of education, training and expertise
- Minimum of two years' experience in Events, Volunteer Coordination or related fields
- Strong project management, organizational, time management skills
- Ability to work effectively with volunteers, donors, and event participants
- Superior communication skills, verbal, written and interpersonal skills
- Shows initiative, flexibility and resourcefulness
- Demonstrates above average problem solving abilities
- Works well as part of a team and is also able to set individual priorities
- Meticulous attention to detail
- Ability to work under pressure and manage multiple projects and deadlines
- Thorough working knowledge of: Microsoft Word, Excel, Power Point and Outlook
- Experience in a not-for-profit organization preferred
- Flexible with the ability to work evenings or weekends on some occasions
- Valid Ontario Driver's license and vehicle available to travel throughout Durham Region

The successful candidate will be required to provide a recent police check conducted within the last two months.

Subject to funding

TO APPLY:

- Please submit your application to jobs@alzheimerdurham.com quoting “**Event & Volunteer**” in the subject title no later than Friday, April 9th, 2021 at 4 p.m.
- No phone calls please. We thank you for your interest in applying to the Alzheimer Society of Durham Region; however, only candidates selected for an interview will be contacted.

To be eligible, youth must:

- 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
- *The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.
- **International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

Disclaimer

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required.