

# Alzheimer Society

DURHAM REGION

**Title:** Executive Assistant

**Status:** Contract up to 18 months – Part Time (21 hours/week)

**Reports to:** CEO

**Position Summary:**

Under the direction of the Chief Executive Officer (CEO), the Executive Assistant (EA) will provide administrative support to the CEO including the provision of administrative support to the work of the Board of Directors and its committees.

**Responsibilities:**

**Administrative Support to the CEO**

- Provides comprehensive and proficient administrative support to the CEO's Office to ensure a structured, organized, timely and accurate operations
- Prepares various types of formal and informal correspondence on behalf of the CEO
- Prepares CEO expense reports & coordinates their approval by the Treasurer of the Board
- Plans and coordinates meetings led by the CEO as required
- Drafts agendas, composes formal and informal correspondence and emails, circulates information for internal & external committees as required
- Coordinates and prepares agenda for all-staff meetings including the accurate recording of minutes
- Ensures accurate and timely document management
- Develops and/or improves admin process/practice as identified
- Supports all functions of the Board of Directors including:
- Maintains and updates Board of Directors Policy Manual
- Provides administrative support to the Board of Directors and its committees
- Maintains and updates corporate records of the organization
- Supports the planning and organization of all meetings of the Board of Directors and its committees (including attending and recording minutes)
- Provides support to the Senior Leadership Team as may be required from time to time
- Provides administrative support to other CEO-led projects as required

**Administrative/Organizational Responsibilities**

- Active participation in agency related meetings including ASDR staff meetings
- Works collaboratively with colleagues in a positive team centered approach
- Participates in key agency annual fundraising events as required

- Other duties as assigned from time to time

**Qualifications:**

**Education**

- Post-secondary education in office administration or an equivalent combination of education, training and experience

**Experience**

- A minimum of 5 years' experience working in an office environment
- Experience in a charitable not-for-profit environment is considered an asset

**Other Knowledge, Skills, Abilities, or Certifications:**

- Advanced working knowledge of: Microsoft Word, Excel, Power Point, and Outlook
- Strong project management, organizational, and time management skills
- Superior communication skills, verbal, written and interpersonal skills
- High standards of ethics and confidentiality to handle sensitive information
- 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
- Demonstrated proficiency in Word, Excel, PowerPoint, and Outlook
- Detail oriented and hands-on approach
- Experience in a not-for-profit organization preferred
- Flexible with the ability to work evenings or weekends as required by the demands of the position
- Valid Ontario Driver's license and vehicle available to travel throughout Durham Region
- A clear police check, including a vulnerable sector check, conducted within the last two months.

**Physical Demands**

- No special physical demands are required beyond the performance of general office duties

**Travel**

- Minimal travel may be required to complete duties

**TO APPLY:**

- Please submit your application to **[jobs@alzheimerdurham.com](mailto:jobs@alzheimerdurham.com)** quoting **"Executive Assistant"** in the subject title no later than **Friday, June 10 at 4:00 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.

### **Human Rights Code & AODA:**

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

### **Commitment to Equitable Recruitment**

The Alzheimer Society of Ontario recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society of Ontario welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

*The Alzheimer Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations it may have under human rights legislation.*

#### **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.

Approved: May 2022