

Program Assistant - Operations

Title: Program Assistant - Operations

Status: Contract – 30 hours per week, 10 weeks (possibility of extension)

Reports to: Director, Operations

Position Summary: The Program Assistant - Operations (“PAO”) is accountable

Under the supervision of the Director of Operations and working with the Director of Community Engagement, this role will provide support to the fund development and finance teams. This role includes performing administrative duties relating to the processing of gifts and tax receipts, financial data entry, and admin support for the Directors.

Key Responsibilities:

- Maintains and updates internal policy documents including HR Policies and Procedures Manual and Health & Safety documentation
- Clerical tasks including reception, answering phones, greeting clients and visitors to the office
- Assists with financial data entry of donations including tax receipting, accounts payable, and accounts receivable
- Procurement of office supplies
- Create/modify PDF fillable forms/documents as required
- Assists with Information Technology administration
- Initiate thank you calls to donors as per donor recognition procedure
- Maintain supply of client, volunteer, and donor information packages for distribution
- Other duties as may be assigned

Relationships: Reporting to the Director, Operations the PAO works as part of a multi-member team and has working relationships with the Director’s team, staff and volunteers. The PAO also maintains working relationships with donors, professional colleagues, community agencies, and other organizations and groups working with people living with dementia in Durham Region.

QUALIFICATIONS AND SKILLS:

- Postsecondary degree/diploma in Business, Office Administration, Project Management, or a related discipline or an equivalent combination of education, training and expertise
- Minimum of five years’ progressive experience in office administration;
- **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
- Experience in a not-for-profit organization preferred
- Flexible with the ability to work evenings or weekends on some occasions
- Valid Ontario “G” Driver’s license and vehicle available to travel throughout Durham Region

The successful candidate will be required to provide a clear police check, including a vulnerable sector check, conducted within the last two months.

TO APPLY:

- Please submit your application to jobs@alzheimerdurham.com quoting “**Program Assistant**” in the subject title no later than Friday, June 4th 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.

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.