



***Join our creative, collaborative, and supportive team!***

**Position:**

Administrative Assistant

**Position Summary:**

The ***Administrative Assistant*** is an essential member of our high-performing team, ensuring the efficient and smooth day-to-day operations of our office. As the first point of contact for our organization, the ***Administrative Assistant*** fosters a welcoming and professional environment for our clients, guests, and visitors.

Reporting to the Executive Director, the ***Administrative Assistant*** provides confidential managerial and administrative assistance to members of the team, working collaboratively with them to develop and execute plans and projects; organize documents and user materials, support the collection, analysis and reporting of statistical data and other duties as needed.

**Organizational Overview:**

The Alzheimer Society of Grey-Bruce actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

**Required Qualifications:**

- Minimum Grade 12 OSSD with post-secondary preparation in Office Administration
- Ability to use discretion, judgement, and tact in handling sensitive and confidential information or situations
- Familiarity with and commitment to a person-centred approach to service delivery
- Knowledge of Alzheimer's disease and other dementias
- Ability to communicate patiently and effectively with clients, volunteers, and staff, with a commitment to excellence in customer service
- Strong organizational, planning, time management and priority-setting skills, with the ability to multi-task in a busy environment with frequent interruptions
- Sound knowledge of office procedures and practices
- Minimum 2 years' experience working in an office environment supporting teams
- Strong computer skills, and ability to work with Microsoft Office 365
- Able to learn new software systems and follow ongoing changes to workflows

- Ability to effectively communicate both verbally and in writing
- High flexibility with strong people skills that allows one to work effectively in a diverse environment
- Creative, self-starting, highly organized, detail oriented, and ability to manage multiple priorities
- Ability to work independently and as a member of a team
- Access to consistent and reliable transportation
- Valid Vulnerable Sector Police Check screening

### **Preferred Qualifications:**

- Previous experience with a community-based agency and/or not-for-profit organization

### **Specific Job Responsibilities:**

#### **Reception & Clerical Duties:**

- Providing reception desk coverage, including answering telephones and greeting clients and visitors, directing them to the appropriate staff members and resources to meet their needs
- Responding by telephone, email, or in-person to requests for service and/or information about the Alzheimer Society's programs and services in accordance with Society protocols
- Managing incoming and outgoing mail in a confidential and timely manner

#### **Office Management Duties:**

- Establishing and maintaining policies and procedures for administrative, clerical and reception duties
- Maintaining confidential, accurate and current filing systems and associated databases
- Managing and maintaining office supplies; liaising with suppliers/vendors
- Managing the maintenance of office equipment and furnishings
- Coordinating computer hardware/software support and training needs of staff, volunteers, and students
- Maintaining orderly and efficient common workspaces and storage areas
- Assisting with scheduling, room bookings, registration, coordination, and set-up for meetings

#### **Administrative/Program Support:**

- Providing administrative support to the Executive Director, Board, and staff, as required
- Assisting with the Support Services Team with client referrals
- Assisting with the maintenance of the Resource Centre (lending library)
- Assisting with maintaining an adequate supply of public information brochures/materials

- Maintaining associated internal data bases and providing the necessary reports upon request
- Supporting access, training, and maintenance of required technology for staff, volunteers, and students
- Training, coordinating and supervising volunteers and students who assist with administrative tasks
- Assist with fund development activities as required

### **Evaluation & Other Responsibilities**

- Other related duties as requested by the Executive Director, or designate
- Annual performance review
- Work with the team to continually evaluate processes relevant to the role

### **Immediate Supervisor:**

- Executive Director

### **Hours Worked:**

- 35 hours per week; Monday to Friday 8:30 am – 4:00 pm
- Some flexibility may be required

### **Working Conditions:**

- This position requires the individual to work from our Owen Sound office
- Frequent interaction and collaboration with all members of the staff and volunteers
- Frequent interactions with clients, donors, and other community partner organizations
- Frequent sitting, general office duties
- Some travel may be required using own transportation
- Occasional lifting/carrying 25 lbs., reaching, bending, walking
- Freedom of movement throughout the day

### **Infection Prevention and Control Considerations:**

This job will require wearing proper personal protective equipment (PPE) and completing education in proper Public Health guidelines surrounding PPE, Covid-19, and infection, prevention, and control protocols.

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 (Accessibility for Ontarians with Disabilities Act) (Accessibility for Ontarians with Disabilities Act) 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 welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQ+.

**To Apply, please email cover letter, and resume by January 6, 2023, to:**

[employment@alzheimergreybruce.com](mailto:employment@alzheimergreybruce.com)

We thank all applicants in advance; however, only those selected for an interview will be contacted.

**Job Types:** Full-time, Permanent