

# Alzheimer Society of Niagara Region Alzheimer Society Niagara Foundation

## Position Description

**Title:** Fund Development and Special Events Assistant  
(Pending Canada Summer Jobs Funding Confirmation)  
**Reporting To:** Manager of Fund Development  
**Salary:** \$15.50 per hour, Canada Summer Jobs Program  
**Hours of Work:** Monday to Friday  
30 hours per week for up to 16 weeks  
Start Date of May 8, 2023

## Position Summary

Fund-raised dollars and donations are essential to the organization's ability to provide services and programs in the Community Care Sector. The Fund Development and Special Events Assistant helps to develop, implement, and promote special event initiatives in a positive and meaningful manner. This position reports directly to the Manager of Fund Development.

## Duties and Responsibilities

1. Aiding in the implementation of fund development event campaign plans including Anything for Alzheimer's, the Annual Peter Saracino Golf Tournament and the IG Wealth Management Walk for Alzheimer's.
2. Reaching out to previous event supporters to reactivate participation for the upcoming year.
3. Writing Communication materials for campaigns, newsletters, social media, media releases.
4. Researching potential new donors and sponsorship opportunities.
5. Media relations (updating media lists, follow up with media prior to an event etc)
6. Update website and online Auction page if required.
7. Providing database support as needed
8. Assist with Social Media posts and growth

## Qualifications

- Pursuing relevant post-Secondary education, for example: Event Management or Marketing
- Valid driver's license and access to a vehicle is preferred
- Must be a youth 15 to 30 years of age (as per Canada Summer Jobs Grant)
- Excellent verbal and written communication skills
- Police Vulnerable Sector Check

## Skills and Knowledge

- Knowledge of ASNR/ASNF identity, mission, and goals
- Some understanding of dementia preferred
- Able to plan, organize and manage workload and projects, set priorities, meet deadlines, and work under pressure effectively and efficiently
- Exhibit excellent written and oral communication skills
- Be able to multi-task and produce results with minimal supervision
- Be able to work in a team environment
- Proof of Covid-19 Vaccination, subject to any accommodation obligations under human rights legislation

## Working Environment

- Everyday risks or discomforts may require safety precautions typical of an office environment, i.e. use of safe work practices with office equipment, proper ergonomics, etc.
- Physical demands are representative of the role where there may be extended periods of visual concentration; extended periods of sitting in a stationary position, and standing
- Equipment is utilized which is common to the office work environment (i.e. computer, printer, photocopier, multi-line telephone, fax machine, elevator etc.)
- Required to carry out work activities outside the office environment and may require the use of a vehicle
- Work in other venues as required (including the possibility of working from home some of the time.)
- We adhere to a scent free environment
- The Alzheimer Society of Niagara Region's COVID-19 H&S protection plan and policy will be provided and must be adhered to by all staff.

### **Please submit a cover letter and resume to:**

Karen Post, Manager of Fund Development

Email: [kpost@alzheimerniagara.ca](mailto:kpost@alzheimerniagara.ca)

# Alzheimer Society of Niagara Region

## Position Description

**Title:** Janitorial & Landscaping Technician  
(Pending Canada Summer Jobs Funding Confirmation)  
**Reporting To:** Director of Programs & Services  
**Salary:** \$15.50 per Hour. Canada Summer Jobs Program  
**Hours of Work:** Monday to Friday  
30 hours per week for up to 16 weeks  
Start date of May 8, 2023

## Position Summary

This position involves cleaning and maintenance of indoor areas, as well as exterior windows, will be required. As well, the successful candidate will be responsible for the care and maintenance of the garden areas surrounding our building which include a memorial garden, pathways, trees, shrubs, seating areas and borders.

## Duties and Responsibilities

- Remove any garbage, manage compost bins, and keep garden free of litter
- Pathway maintenance including use of power trimmer, remove weeds growing in asphalt, clearing doorways of debris and sweeping debris off of walkways
- Help to organize lawn/garden storage sheds and maintenance room area
- Vacuuming of interior carpets
- Interior/Exterior cleaning of windows and window screens
- Mow grass in and around garden
- Rake leaves in and around facility
- Water, edge/contour accessible garden beds, and care for plants during growing season
- Renew existing accessible flower beds
- Continue with revitalization plan for memorial garden
- Deadhead spent flowers, and remove dead plants
- Other general cleaning duties inside the building as needed

## Qualifications

- Working towards a diploma in Landscape design or related field would be an asset
- Police clearance and vulnerable sector screen is required
- Must be a youth between the ages of 15- 30 in accordance with Canada Summer Jobs

## Skills and Knowledge

- Must be interested in lawn maintenance and gardening
- An understanding of gardening and lawn maintenance practices
- Ability to multi-task and produce results with minimal supervision
- Must be self- directed and motivated to complete tasks assigned
- Excellent organizational and time management skills
- Able to effectively and efficiently plan, organize and manage workload and, set priorities

- Proof of Covid-19 Vaccination, subject to any accommodation obligations under human rights legislation
- Be able to work in a team environment and individually

## Physical Requirements / Working Environment

Work may require standing, bending, bending, crouching, kneeling, lifting and walking and working in various weather conditions. The office adheres wherever possible to a scent free environment. The office is a public building, and the environment may include contact with visitors /clients. The Alzheimer Society of Niagara Region's COVID-19 Health and Safety\_protection plan and policy will be provided and must be adhered to by all staff.

### **Please submit a cover letter and resume to:**

David Angus, Director of Programs & Services

[dangus@alheimerniagara.ca](mailto:dangus@alheimerniagara.ca)

# Alzheimer Society of Niagara Region

## Position Description

<b>Title:</b>	<b>Program and Education Assistant (Pending Canada Summer Jobs Funding Confirmation)</b>
<b>Reporting To:</b>	Director of Programs & Services
<b>Salary:</b>	\$15.50 per hour, Canada Summer Jobs Program
<b>Hours of Work:</b>	Monday to Friday 30 hours per week for 16 weeks Start date of May 8, 2023

## Position Summary

The Program Assistant will participate in the facilitation and provision of education and programs for persons with dementia and their care partners including those attending Power of Music, Early-Stage Wellness, Virtual Social Recreation, Health Fairs and the Recollections Program. The Program Assistant will embrace our programs in promoting the well-being, safety, and independence of persons living with dementia as they continue to participate in family and community life.

## Duties and Responsibilities

- Participate in the Recollections Program
- Participate in the Tele-Care Program
- Assist with the preparation and facilitation of the Early-Stage Wellness Program
- Assist with the preparation and facilitation of the Power of Music for persons with dementia and their care partners.
- Assist with the preparation and facilitation of the Virtual Social Recreation
- Assist with the preparation and facilitation of the Arts Expressions Program.
- Assist with supporting Health Fairs in the community.
- Data entry as required

## Qualifications

- Pursuing relevant Post-Secondary Education in Social Work, Psychology, Therapeutic Recreation, and Nursing or a related field.
- A valid driver's license and access to a vehicle is preferred
- Current Police clearance and vulnerable sector screen
- Proof of Covid-19 Vaccination, subject to any accommodation obligations under human rights legislation
- Must be a youth between the ages of 15- 30 in accordance with Canada Summer Jobs

## Skills and Knowledge

- Must have a good understanding of dementia
- Must be motivated to participate in a client directed model
- Excellent verbal and written communication skills
- Ability to multi-task and produce results with minimal supervision
- Must be able to use discretion and tact when dealing with sensitive issues

- Experience with program planning and scheduling
- Outstanding knowledge of computer programs and databases
- Excellent organizational and time management skills
- Able to effectively and efficiently plan, organize and manage workload and projects, set priorities, meet deadlines, and work under pressure
- Be able to work in a team environment

## **Working Environment**

- Everyday risks or discomforts may require safety precautions typical of an office environment, i.e. use of safe work practices with office equipment, proper ergonomics, transporting of program material and required technology equipment, etc.
- Physical demands are representative of the role where there may be extended periods of visual concentration; extended periods of sitting in a stationary position or standing delivering various program sessions
- Equipment is common to an office work environment; such as but not limited to a computer, printer, photocopier, multi-line telephone, fax machine, projector, elevator
- Required to carry out work activities outside of the office environment and will require the use of a vehicle
- Required to adhere to a scent free environment
- Must be a youth 15 to 30 years of age (as per Canada Summer Jobs Grant)
- The Alzheimer Society of Niagara Region's COVID-19 H&S protection plan and policy will be provided and must be adhered to by all staff.
- Some remote work may be required due to COVID-19 pandemic guidelines.

**Please submit a cover letter and resume to:**

Sarah Putman, Director of Education

[sputman@alzheimerniagara.ca](mailto:sputman@alzheimerniagara.ca)