

Alzheimer Society

PETERBOROUGH, KAWARTHA LAKES, NORTHUMBERLAND & HALIBURTON

SPECIAL PROJECTS COORDINATOR - ADMINISTRATION

(ONTARIO JOB CREATION PARTNERSHIP PROGRAM)

CONTRACT – 28 HOURS PER WEEK, 52 WEEKS

(PENDING FUNDING APPROVAL)

WHO YOU ARE

You are a solutions-oriented person who loves getting things done. You are resourceful, collaborative and know how to see a plan through from start to finish. To be eligible for this role with the Ontario Job Creation Partnership Program you must meet the following criteria:

- Be unemployed
- Live in Ontario
- Be legally authorized to work in Canada
- Meet at least **one** of the following criteria:
 - Have an active employment insurance (EI) claim
 - Have an EI benefit period that ended within the past five years
 - Have paid employee premiums in at least five of the previous 10 years (where earnings have been at least \$2,000 in each of those years)
- Not sure if you qualify? Contact Employment Ontario 1-800-387-5656

What you will be doing:

- Coordinate the development and launch of our new volunteer database;
- Provide support to the Volunteer Engagement Coordinator and Communications Associate to launch a volunteer newsletter;
- Provide support and direction to our Accreditation processes, specifically the redevelopment and launch of administrative-related policies and procedures;
- Work with the Office Manager on special projects as they arise.

What you bring to the table:

- Post-secondary education (or an equivalent combination of work experience & education);
- Excellent project management skills, communication skills, and knowledge of Microsoft programs;
- Willingness to learn and work well with a team.

WHO WE ARE

We are a locally based organization that serves people living with dementia, their care partners, and families. Need in our region is rising quickly, and we are poised to address it. Added to that, we are a part of a supportive Federation which offers our team more resources than are typically available in a smaller organization.

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We support our staff to maintain a work-life balance, flex time, and offer access to continued professional development. Our office is beautiful and spacious, and we encourage you to bring your sense of humour to work with you.

HOW TO APPLY

Interested applicants should submit **their most updated resume and cover letter** with "Special Projects Assistant - Administration" in the subject line to info@alzheimersociety.ca prior to August 14th, 2023.

Compensation for this role will be paid through the Employment Insurance program and will be \$620/week.

COMMITMENT TO EQUITABLE RECRUITMENT

The Alzheimer Society of Peterborough Kawartha Lakes Northumberland and Haliburton 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 Peterborough Kawartha Lakes Northumberland and Haliburton 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+.

PLEASE NOTE

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 may be asked to perform other duties as required.