

# Job Posting

## Alzheimer Society of Ontario

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

### OUR VALUES

Collaboration Accountability Respect Excellence

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.

### Public Policy Intern – Canada Summer Jobs

**Reports to:** Manager, Government Relations

**Supervises:** n/a

### Job Summary

The Public Policy Intern will support the policy and advocacy work of the Alzheimer Society of Ontario and 29 local Societies. Key responsibilities will include the collection and analysis of data to demonstrate the value and effectiveness of the Society and its programs; review and analysis of domestic and international best practices of dementia care; and dissemination of information at a provincial and local level.

### Essential Duties and Responsibilities:

#### Public Policy

- Monitor and review progress of provincial legislation and regulation impacting the Alzheimer Societies
- Support the development and dissemination of briefing packages and other resources for ASO leadership and local Alzheimer Societies

#### Government Relations

- Support the government relations efforts of ASO, including meeting scheduling and follow-up

#### Research and Analysis

- Collect data around the effectiveness and value of the Alzheimer Society and its programs
- Effectively present and frame the above for a variety of audiences, including government and the general public
- Regularly monitor and distill external reports and publications relevant to the Society's work
- Create and maintain a central repository of relevant reports and publications

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## Job Qualifications

### Education:

- Currently enrolled in, or graduated from, a related post-secondary program

### Experience:

- Proven ability to conduct background research in a given policy area
- Related experience in public policy work an asset

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

- Knowledge of the Ontario health-care system an asset
- Experience in community support services an asset
- Superior written and verbal communication skills essential
- Experience in literature review and independent research a strong asset
- Proficiency in Office suite programs required
- Strong organizational skills and ability to prioritize
- Familiarity with Alzheimer's disease and other dementias an asset
- Goal-oriented with high level of initiative

### This role is funded through Canada Summer Jobs. To apply, you must be:

- Between 15 and 30 years of age.
- Legally entitled to work in Canada (which means you must have a valid Social Insurance Number).

**This contract role requires thirty-five (35) hours per week for eight (8) weeks.**

**Please submit your resume and cover letter to: [resumes@alzheimerssc.org](mailto:resumes@alzheimerssc.org)**

Please include the 'Job Title' in the subject line.

**Closing Date: July 10, 2020**

We thank all who apply, but only those selected for an interview will be contacted.