

Alzheimer Society

KENORA/RAINY RIVER DISTRICTS

Internship (1 year) Office & Event Coordinator

If you are enthusiastic, outgoing, dedicated and results oriented and want to make a difference, then we want you as part of our team!

You'll be responsible for coordinating office and events, special events and promotional activities, as well as community relations and volunteer recruitment. You will contribute to enhancing the image and profile of the Society through community access outreach and awareness.

Qualifications:

- Knowledge of fundraising, communications and marketing principles
- Proficient in use of Microsoft Office, Publisher, InDesign
- Excellent written and verbal communication skills with the ability to write proposals and grant requests
- Attention to detail, excellent organizational, planning and time management skills, including the handling of multiple, concurrent issues and tasks
- University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

Location: Kenora

Please e-mail your resume and cover letter by May 10 to:

Rossana Tomashowski, Executive Director
E-mail: rossana@alzheimerkrr.com

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY

