

Alzheimer *Society*

W A T E R L O O W E L L I N G T O N

We are hiring!

The Alzheimer Society is the leading not-for-profit health organization working nationwide to improve the quality of life for Canadians living with Alzheimer's Disease and other dementias. We support people living with dementia "To Live Their Best Day". The Alzheimer Society Waterloo Wellington (ASWW) offers a variety of services including individual and family counselling, support groups, educational workshops, social/therapeutic recreational programming, and referral services to other supports in their communities.

Reporting to the Director of Fund Development, the Communications and Administrative Coordinator is primarily responsible for supporting and maintaining the communication processes for Fund Development. This position will also provide client communication tools to the Programs and Services Department and work with the Director of Programs and Services on the strategy of these tools. The coordinator will contribute to the ongoing review, analysis and evaluation of the communication strategy and effectiveness within the fund development department.

The Communications and Administrative Coordinator is responsible for internal, and client facing newsletters, the Client Information Guide and Program Guide design and distribution and will work closely with the Program and Services team on these publications. The coordinator is also responsible for content creation for media outreach and publication. The coordinator maintains ASWW email lists and updates accordingly.

The selected candidate for this position will be part of our Fund Development and Program and Services team and will report to the Director of Fund Development. This position works out of our Cambridge office and hours are Monday through Thursday from 8:30 am to 4:00 pm, 28 hour per week but occasional evening and weekend work may be required.

This is a 2 year contract position with a compensation range upon hire of \$22-\$24 per hour, depending on education and relevant experience. This position includes three weeks vacation and will be eligible for benefits following completion of the probationary period.

Essential Functions and Responsibilities

Planning

Assist with the development and implementation of the Society's communication plan. Planning and preparation of newsletters, annual report, program guide and client information guide are the responsibility of this role.

Supporting Communication – 75%

- Collaborate with team members to develop communication materials for public awareness, and fund development. Work with Program and Services team to maintain, update and distribute Program Guide, Client Information Guide and all ASWW newsletters.
- Research and write monthly awareness article to Embracing Times
- Responsible for updating website information as needed.
- Follow communications policies for brand image, style and content for promoting ASWW services.
- Support marketing and communications plans for ASWW's fundraising appeal and/or public awareness campaigns.

Administrative Support – 25%

- Administrative support assigned for program delivery.
- Assists the ASWW team with administrative tasks as required.
- Responsible for the design and layout of newsletters, Annual report, Client Information Guide and Program Guide

Responsibilities of all Staff Members

- Work in collaboration with all team members and volunteers.
- Participate in assigned committees.
- Liaise with service agencies and professionals to increase awareness of the Society's mission, programs and services, as well as build partnerships.
- Attend and participate in staff and community meetings and ASWW events, as assigned.
- Contribute to the continued development of the position in collaboration with other staff.
- Carry out other duties as assigned by the Director of Programs and Services, in a mutually agreed-upon manner.
- Maintain a current knowledge of Alzheimer's disease and other dementias.
- Participate in appropriate professional development activities to enhance skills and knowledge.
- Must adhere to the Human Resources Policies Manual when performing duties and responsibilities.
- Other duties as assigned.

Job Qualifications

Education

- Completion of post-secondary degree or diploma, or a combination of education and experience
- Experience in a not-for-profit organization is an asset.
- Experience in fundraising communications is an asset but not required.

Job Specific Competencies

- Excellent technical support skills using Zoom or other videoconferencing programs.
- Excellent verbal and written communication skills.
- Ability to use discretion, judgment, and tact in handling sensitive or confidential information or situations.
- Ability to develop and maintain effective relationships with key internal/external stakeholders, including groups or committees.
- Excellent knowledge of software including MailChimp, Canva, JotForm, Word, Excel, SharePoint, Office 365, Adobe InDesign, Adobe Premier Pro,
- Regular access to a reliable vehicle

Professional Licensure/Affiliations/Memberships/Certificates

- Not applicable

HOW TO APPLY:

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects 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 for people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

Please include a cover letter along with your resume when applying, and email your package to Lawrence Lutgendorff, Director of Fund Development: lawrence@alzheimerww.ca

The posting will remain open until a successful candidate is hired.

We thank all applicants for their interest in this position and we will be in touch with only those candidates selected for interviews.