

Job Posting

Alzheimer Society of Toronto

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

Special Events Assistant (5 month contract)

Reports to: Director, Community Development

Supervises: N/A

Job Summary

The Special Events Assistant is a key member of the Community Engagement team, reporting to the Director, Community Engagement. The Special Events Assistant's role will support the execution of event logistics, provide support to both donors and event participants. This position requires attention to detail, strong organizational skills, creative thinking and a passion for events while assisting with creating an unparalleled participant experience.

Essential Duties and Responsibilities

- Assist the community engagement team in the organization and execution of the signature event.
- Assist in the cultivation and stewardship of individuals, community organizations and businesses to further strengthen AST relationships.
- Provide online and offline fundraising support throughout the campaign.
- Utilize Luminate and Raiser's Edge to create reports, update donor records, as well as record event related information and data including participant registrations, sponsorships, gift in kind and attendance.
- Solicitation of gifts and prizes, including in-kind sponsorship.
- Prepare mail merges, correspondence and perform administrative tasks.
- Maintain meticulous records for special events.
- Assist with social content creation (digital).
- Assist with all physical aspects related to the events - including packing and lifting boxes where necessary.

Job Qualifications

Education:

- An undergraduate degree

Experience:

- One to three years experience in organizing special events

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Other Knowledge, Skills, Abilities or Certifications:

- Comfortable meeting and liaising with volunteers, donors and participants of events
- Excellent English language skills (verbal and written)
- Excellent computer literacy, and proficient Luminate, Raiser's Edge and Microsoft Office applications
- Strong coordination skills and attention to detail
- Ability to work under pressure, to meet deadlines and juggle competing priorities
- Excellent telephone manner and interpersonal skills
- Required to work occasional evenings and weekends when necessary

Please submit your resume and cover letter to: resumes@alzheimerssc.org

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

Closing Date: October 20, 2017

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

The Alzheimer Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.