

# **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**

### **Executive Assistant**

**Reports to: Chief Executive Officer**

**Supervises: N/A**

#### **Job Summary**

The Executive Assistant provides administrative support to the Chief Executive Officer. The successful candidate will be a self-confident, creative, innovative thinker with superior organization skills and will demonstrate a high regard for confidentiality.

#### **Essential Duties and Responsibilities**

- Monitors correspondence, primarily email inbox and paper documentation. Reviews content, checks deadlines and handles on recipient's behalf, where possible.
- Monitors calendar, arranges appointments and meetings, and manages the conflicting demands and changes to schedules.
- Coordinates various business functions, including off-site locations, and creates presentation materials for a variety of audiences.
- Coordinates travel arrangements and accompanying material.
- Provides filing and necessary record-keeping, including minute taking.
- Plan and oversee coordination of logistical planning for meetings and appointments- onsite and offsite, as well as the schedule of events for the Chief Executive Officer.
- Provide back-up to the Executive Team as required
- Correspond on behalf of CEO with Board Members, key stakeholders, and associated personnel
- Coordination of key Society events, including Annual General Meeting.
- Other duties as assigned, or as the Society requires

#### **Job Qualifications**

##### **Education:**

- Post Secondary Education or equivalent experience

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## Experience:

- Minimum 3 years experience supporting a senior executive

## Other Knowledge, Skills, Abilities or Certifications:

- Possess strong administrative leadership and project management skills, with a demonstrated ability to manage concurrent projects under tight deadlines
- Previous EA experience an asset
- Experience in the not-for-profit sector an asset
- Event planning aptitude and experience
- Strong oral and written communication skills
- Strong interpersonal skills, with the ability to build relationships with a wide range of individuals, including donors, staff, foundation representatives and other stakeholders
- Ability to demonstrate a high degree of diplomacy and tact
- Possess strong planning and organization skills with exceptional attention to detail
- Experience managing confidential information and adhering to privacy guidelines
- High level of proficiency in Microsoft Office suite (Word, Excel, Powerpoint, Adobe)
- Genuine interest in the Alzheimer Society's organizational goals and its approach
- Commitment to sustainability and social change (can be through educational, professional, and/or volunteer experience)
- Self-motivated and results-oriented, with drive and initiative
- Some evenings may be required.

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: February 16, 2018**

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.