

# 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

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.

### Executive Assistant (18-Month Contract)

**Reports to:** CEO

**Supervises:** n/a

### Job Summary

This role provides administrative support to the Chief Executive Officer, Board of Directors and Senior Leadership Team. 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:

#### Office Administration

- Maintaining all staff contact lists and organizational contracts.
- Attending various internal meetings, preparing agendas, minutes, and follow-ups.
- Tracking expenses against budget for fund development team and providing suggestions.
- Supporting to conduct various meetings on virtual platform - Zoom & MS Teams.
- Contributing actively as a member of 'Inclusivity Committee'.
- Monitor correspondence, primarily email inbox and paper documentation, reviews content, checks deadlines and handles on recipient's behalf, where possible.
- Monitor calendar, arranges appointments and meetings and manages the conflicting demands and changes to schedules.
- Coordinate various business functions, including off-site locations, and creates presentation materials for a variety of audiences.
- Coordinate 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-both onsite and offsite, as well as the schedule of events for the Chief Executive Officer.

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- Provide administrative support to Senior Leadership Team.
- Correspond on behalf of CEO with Board Members, key stakeholders, and associated personnel
- Coordination of key Society events, including Annual General Meeting.

## **Board Liaison and Governance**

- Acting as a principal liaison for the Board Chair and other Board members ensuring that the Board of Directors receive the required timely and accurate support.
- Maintaining governance records, files, correspondence, policies, minutes of meetings and corporate By- Laws.
- Organizing and coordinating all Board meetings and AGM and scheduling Board and Committee meetings.
- Attending Board committee meetings and Board meetings, taking minutes, preparing agendas, and circulating information required for the meetings.

## **Executive Support and Coordination**

- Acting as a liaison and first point of contact for external stakeholders and internal staff members.
- Providing project and administrative support to the Chief Executive Officer, Chief Operating Officer and the Director, Development.
- Managing executives' calendar, meeting requests, and coordinating internal and external meetings.
- Drafting appropriate reports, presentations, and spreadsheets.
- Preparing expense statements and receipts of executives for finance.

## **Donor Relations and Database (Raiser's Edge)**

- Taking and processing donations over the phone and overseeing any donor inquiries in timely manner.
- Managing day to day donations and recording them on database.
- Assisting in data clean-up and new record creation on the database.
- Building queries and generating reports as required.
- Generating tax receipts and tribute letters and mailing them to donors.

## **Job Qualifications**

### **Education:**

- High School Diploma or Equivalent

### **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

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- 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: Monday, July 12<sup>th</sup>, 2021**

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