

## **EXECUTIVE ASSISTANT**

We are currently seeking a self-motivated Executive Assistant committed with a “can do” attitude to join our team, located in the city of Cote St. Luc. Reporting directly to the Executive Director, the Executive Assistant plays a crucial role in supporting the Executive Director by overseeing day-to-day operations which includes finance, programs, staffing and volunteer needs. This role assists in driving the strategic planning, fundraising and stakeholder relationships to achieve the organization's mission and goals.

This is a part-time role, 28 hours per week, Monday through Thursday.

### **WHO WE ARE**

Alzheimer Groupe Inc. (AGI) is a charitable organization that has been in existence for over 38 years and provides therapeutic programs and support to individuals and families living with Alzheimer's disease and other dementias. We provide support services to families and professional care partners and help provide exposure to the community through education and awareness.

### **WHO YOU ARE**

You are the one who gets things done. You are a multi-tasker that takes initiative and can balance wearing a number of hats within an organization. Creative, hardworking with superb interpersonal, both oral and written, skills; meticulous when it comes to details, all make you stand out from the rest. Highly organized and you stay one step ahead of it all. You offer sound judgement, discretion and a high level of professionalism.

Alzheimer Groupe Inc. (AGI)  
5555, av Westminster, #304  
Montreal, QC  
H4W 2J2  
514-485-7233

E-mail  
Courriel  
info@agiteam.org

Website  
Site internet  
www.agiteam.org

Charitable No.  
No. d'organisme de  
bienfaisance  
89609 0487 RR0001

## WHAT YOU WILL DO

Your main focus will be to provide support for our Executive Director which includes, but is not limited to the following:

- Assist with Board of Directors meetings, Annual General meeting and mandates, including the recording of minutes, preparation of resolutions and meeting materials
- Maintain key documents and files such as By-laws, Board Governance, employee policies and procedures.
- Assist in maintaining positive relationships with donors and supporters through personalized communication and acknowledgments.
- Serve as the gateway to the Executive Director for internal and external stakeholders, while maintaining confidentiality.
- Assist with employee recruitment through job postings and interviews (as required)
- Complete various administrative duties that facilitate the Executive Director to effectively lead the organization, including assisting with special projects, producing complex reports and presentations; collecting and preparing correspondence, maintaining and updating contact lists;
- Assist in researching grants, including applications and reporting obligations
- Assist with Major Gift and donor proposals, and Corporate Sponsorship packages.
- Ability to manage and promptly respond to daily email communications
- Assist in planning and coordinating events, fundraising campaigns and other organizational initiatives.
- Scheduling and coordination on-and-off-site meetings for small or large groups of varying nature/scope, including meetings with staff, donors, media and board members.
- Assist in the development and implementation of organizational goals.
- Other duties as assigned

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## **QUALIFICATIONS**

- Bachelor's degree in a related field (preferred)
- Minimum 3 years' experience in an administrative or executive support role
- Excellent organizational and time management skills
- Superior and effective communication skills: business writing, editing, grammar and proofreading skills; strong verbal and interpersonal skills. proficient in French
- Proficiency in Microsoft Office, Excel, PowerPoint, Outlook and virtual meeting platforms.
- Ability to handle sensitive information with confidentiality and discretion
- Attention to detail and accuracy
- Ability to work both independently and collaboratively
- Excellent follow up skills and ability to drive the process to completion.
- Knowledge of the charitable sector and fundraising principles, an asset

## **COMPENSATION AND BENEFITS**

- \$44,000-\$56,000 (FTE)
- Very generous vacation and paid time off allocation
- Group Benefits Package that includes Health and Dental Group Benefit package
- Access to an Employee Assistance Program
- Voluntary Retirement Savings Plan Program

**If you believe you can successfully demonstrate all of the above skills, and are ready to accept this challenge please send in your CV and cover letter to [allison@agiteam.org](mailto:allison@agiteam.org). This is an excellent career opportunity which provides growth and stability to the right candidate. If you are passionate, positive and look forward to making a difference to many lives, then AGI is the right place for you.**

**We thank all interested candidates for applying; however, we will only be contacting those individuals we wish to interview. We're an equal opportunity employer committed to increasing diversity and inclusion in today's workforce. All qualified applicants will receive consideration for employment.**