



RÉPIT AÎNÉS
— SENIORS RESPITE —
Montréal

Seniors Respite Montréal
Is **hiring** an

Administrative Assistant

Seniors Respite Montréal is seeking a dedicated and dynamic Assistant to the Executive Director to join our compassionate team at a non-profit respite center catering to adults with dementia, including Alzheimer's Disease and other cognitive challenges to ensure the smooth functioning of the center's daily activities and contribute to the growth and success of our mission.

Immediate supervisor:	Executive Director
Organisation:	Seniors Respite Montréal
Position:	30-35 hrs/week (flexible and hybrid)
Start date:	Immediately
Place of work:	Greenfield Park, on the South shore of Montreal
Term of contract :	June 30, 2024 - possibility of renewal depending on funding

Who we are

Seniors Respite Montréal offers adults in need a safe and secure environment that will promote their well-being through physical activities and mental stimulation. We also provide caregivers with a much-needed break and respite in order to help them attend to their own personal needs or simply help them relax while their loved one is in our care. Our day center is conveniently located in the heart of Greenfield Park, on the South shore of Montreal and offers our guests a bright, secure and fun environment that is easily accessible for those with limited mobility.

Who you are

You are an organized, detail-oriented and proactive individual with experience in various administrative and operational responsibilities. You have the ability to work independently and as a team player and communicate with confidence and sensitivity with our various stakeholders, including our management team, Board of directors, clients, funders, etc.

At Seniors Respite Montérégie, we actively encourage applications from individuals belonging to marginalized communities. We are committed to building a team that reflects the rich diversity of the world we live in. We value the perspectives and experiences of all individuals, regardless of their background, and believe that a diverse team enhances our creativity, innovation, and overall success. If you belong to any (visible) minority group that you openly identify with, we encourage you to indicate that in your application.

You have

- Proved experience of a minimum of three years in an administrative role, preferably in a non-profit or healthcare setting.
- Strong written and verbal communication skills in both official languages - additional language is an asset.
- Exceptional organizational skills, attention to detail, and the ability to multitask effectively.
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- Proficiency in using Microsoft Office Suite, Google Docs and other digital tools for scheduling, email management, and social media platforms. Knowledge of QuickBooks is an asset.
- A genuine passion for contributing to the well-being of adults with dementia, including Alzheimer's Disease and other cognitive challenges and their caregivers.
- A positive and collaborative attitude, with a willingness to work closely with the Executive Director and the entire team.

Key Responsibilities

- Follow diverse administrative tasks accordingly to ensure efficient operations.
- Manage email and calendar and related correspondence, including network and partner events, on behalf of the organization and ensure all commitments are met in a timely manner.
- Support the work and the meetings of the Board of Directors and the organization's committees.
- Support the recruitment processes of the organization
- Develop and keep administrative policies and procedures updated
- Assist in creating and curating content for the organization's social media platforms, promoting awareness of our center's activities and engaging with the community.
- Support event planning and participation in workshops and seminars related to the organization. This may require occasional evenings and weekends
- Uphold a detail-oriented approach, managing tasks and priorities to ensure accuracy and effectiveness in all assigned duties.
- Be up to date and inform the organization about network and partner events
- Contribute to the growth of the organization by taking on additional responsibilities as required, showing flexibility and adaptability in a dynamic environment.

What we offer

- Compensation is \$27/hour
- Flexibility around workdays
- Flexibility around work hours to ensure a healthy work-life balance
- Flexibility around place of work; hybrid work is offered (work from the office of the organization and also from a place of choice)
- When working an eight-hour day, there is a half-an-hour paid lunchtime.
- Paid vacation between December 22, 2023 - January 2, 2024, when the center is closed
- A compassionate and committed professional team that provides support and operates with a strong team spirit.

Application process

If this resonates with you and you see yourself being a member of the dynamic Seniors Respite Montérégie team - apply as soon as possible; applications are expected on a rolling basis. Send your application to the attention of the Executive Director, Franca Sparapani, at admin@seniorsrespitemonteregie.ca

Follow these application guidelines:

- Your CV and cover letter should be saved as one document.
- Name the document as "*YOUR FULL NAME + Application for SRM Admin Assistant*"
- Write in the subject line of the email: Application for Administrative Assistant.

Note: Selected candidates will undergo a background check.

The suitable candidates will be contacted to schedule an interview.