

VOLUNTEER OPPORTUNITY

Administrative – Community (bilingual)

The vision of Parkinson Canada is a better life today for people living with Parkinson's and a world without Parkinson's tomorrow. Our mission is to transform the lives of people living with Parkinson's through: research leading to the end of Parkinson's; advocacy bringing the voices of Parkinson's to the forefront; and support helping people living with Parkinson's live well through education.

At Parkinson Canada, we strive to cultivate a collaborative environment among an integrated work force of volunteers and staff. The role of Administrative - Community volunteer (bilingual) provides the opportunity to support Parkinson Canada through administrative functions as part of the team who help make a better life for those impacted by Parkinson's and their caregivers.

Parkinson Canada is currently seeking an Administrative and Community Volunteer to work at our office on Lajeunesse Street in Montreal. The position requires someone who fluently speaks English and French; familiar with Microsoft Office; able to complete a number of administrative tasks; comfortable working on the phone and on the internet, and if interested, there are opportunities for occasional field assignments to support community events. The role requires a minimum commitment of 4 hours a week (flexible) Monday-Friday at the Lajeunesse St. office.

For more details or to express your interest in this role please contact Danielle Blain by email : danielle.blain@parkinson.ca , or phone: 514-357-4291, ext.3397 , by February 28, 2019.