



Summer Employment Opportunity

Administrative Assistant for Eastern Ontario

Contract: **June 24– August 16, 2019**

Hours: **35 hours per week, Monday - Friday**

Salary: **\$14 per hour**

Location: **Ottawa, Ontario**

Parkinson Canada is the definitive voice for Parkinson's disease in Canada. Our purpose is to transform the lives of people living with Parkinson's. We do this through research leading to better treatments and the end of Parkinson's, advocacy bringing the voices of Parkinson's to the forefront and support that helps people live well with Parkinson's through education and services. Our work is made possible through the generosity of donors.

As a Parkinson Canada Employee, we believe in being:

- **Bold** by embracing new ideas and confidently taking action.
- **Compassionate** by striving always to walk in the shoes of those we serve.
- **Collaborative** by working cooperatively with all stakeholders so that together we can achieve more.
- **Trustworthy** by keeping our word and always doing what we promise.

What we need

Reporting to the Community Development Lead, North and East, Reporting to the Community Development Lead, North and East, the successful candidate will be responsible for compiling a list of services and resources in Eastern Ontario and entering them into a database to better help support people living with Parkinson's. This position is also responsible for creating and distributing resources for Eastern Ontario. Specifically, the position is responsible for working with both Community Development Coordinators in Eastern Ontario to support funding initiatives through third-party events, SuperWalk, and other funding opportunities including grants, while building strong community connections in Eastern Ontario

Your contribution

As the successful candidate, you will bring your "can do" attitude, high professionalism, and superior customer service or organizational skills to fulfill the following responsibilities:

Community Support, Volunteer Facilitator Recruitment, and Network Development

- Identify key areas for recruitment of volunteer support group facilitators;
- Identify key stakeholders in service delivery in region;
- Identify potential guest speakers for support groups;
- Participate in local initiatives that create awareness for Parkinson's disease;
- Conduct interviews with community partners to identify potential service opportunities;
- Create resources for region;
- Conduct interviews with community partners to identify potential service opportunities;
- Support the Community Development Coordinators in strengthening Eastern Ontario.



Support Funding Initiatives

- Assist third-party events;
- Support SuperWalk planning on an as needed basis;
- Support other funding opportunities, such as grant proposals on an as needed basis.

Contribute to Team Effectiveness

- Be a positive ambassador for Parkinson Canada and support the work of the organization as appropriate. For example; participate in community outreach and community planning;
- Contribute to effectiveness of the Parkinson Canada Team within Community Development Department.

Supporting education initiatives

- Provide support to Victory Summit;
- Provide post-event administrative support;
- Identify key health care practitioners in areas;
- Identify Health and Wellness Fairs in areas;
- Assist with social media.

What is needed to succeed in this role

- Bilingualism (French and English) is an asset;
- Experience in not for profit sector an asset;
- Excellent organizational, interpersonal and communication skills;
- Excellent research, analytical and written skills;
- Computer literacy, including MS Word and Excel;
- Outgoing, flexible, enthusiastic and positive;
- Demonstrates professional attributes;
- Ability to travel within Eastern Ontario;
- Access to a vehicle is mandatory.

Eligibility:

- Youth between the ages 15 to 30 who legally entitled to work in Canada.

Candidates must apply by 4:00 p.m. EST on Monday, May 27, 2019 to be considered.

**Human Resources
Parkinson Canada
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Toronto, Ontario M2P 2A9
E-mail: human.resources@parkinson.ca
Please quote Reference #ADME0-0519**

Parkinson Canada will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. We thank all candidates for their interest, however, only those selected for interviews will be contacted. Please indicate accommodations as required if contacted.