

Société Alzheimer Society

NEW BRUNSWICK / NOUVEAU-BRUNSWICK

Volunteer Opportunity Description

Title: Administrative Support

Summary: The Alzheimer Society is seeking a detail-oriented volunteer to help with administrative tasks at our Resource Centre in Fredericton, NB.

Position Benefits: The volunteer will be given the opportunity to gain valuable work experience, while having a positive impact on the lives of New Brunswick families who have been impacted by dementia.

Responsibilities:

- Provide general office assistance such as folding brochures, filing and mailing
- Assist with data entry
- Help with mass mail outs

Qualifications:

- Friendly and warm demeanor
- Excellent communication and organizational skills
- Computer skills are an asset
- Criminal record check required
- Available during business hours

Term: Ongoing

Time required: The volunteer would commit to 2-3 hours per month, flexible schedule

Please send an updated resume to:
Bernice Leblanc, Volunteer Coordinator
Alzheimer Society of New Brunswick
(506) 501-0294
volunteer@alzheimernb.ca