

Job Opportunity Posted December 5, 2011

**Alzheimer Society Leeds Grenville**

Administration/ Public Education Position

- 3 Days per Week 21 hours per week 7 hours per day with some Flexible Hours
- Ability to be available for some non- traditional hours
- Valid Driver's License and reliable vehicle
- Criminal Reference Check with Vulnerable Persons Screening
- Knowledge of Alzheimer disease or related dementias an asset
- Good computer skills and knowledge of Nesda trak Software an asset
- Office Administration experience
- Experience in Adult Education

Salary Range \$14.50- \$17.00 per hour plus 4% in lieu of benefits

6 Month Contract with possibility of renewal

Start date early January 2012

Please send cover letter and resume to the following email address : [lgalzsoc@gmail.com](mailto:lgalzsoc@gmail.com)