



Position Title: Administrative Assistant – Memory Support Services
Division: Memory Support Services
Reports to: VP, Memory Support Services
Status: Non-Exempt Full Time

General Summary:

The **Administrative Assistant - Memory Support Services** serves as administrative support to the Memory Support Services department, specifically the VP, Memory Support Services, and department staff.

Essential Job Functions:

- Provides administrative support to the Memory Support Services department staff
- Develop, update, publish and distribute calendars and flyers for all Memory Support Services events via print material, email, and web design
- Maintains calendars for instructors/trainers for classes
- Provide assistance and support to educational programs both on-site and off-site
- Produce e-communications and facilitates event planning for department staff
- Executes RSVPs for educational programs, e-communication reminders for constituents
- Assist with Memory Support Services output/outcomes tracking, including data entry
- Responsible for all program and educational materials including ordering, stocking, assembling, copying, and dissemination
- Maintain department equipment inventory including audio-visual equipment for use in the office, community, and educational events
- Provide back-up telephone and mail support for organization
- Participate in program and staff meetings, committee and community meetings as assigned
- Serve as the Development Department database liaison
- Interact effectively with clients, volunteers, interns, and staff
- Perform other work-related duties as assigned

Minimum Requirements:

- High School Graduate (Bachelor's Degree preferred)
- Two years' work experience in related field required
- Proficient in the use of a personal computer and Microsoft Office applications (particularly Excel and PowerPoint), Canva, Airtable and Google Suite
- Excellent time-management skills and effective communication skills with people of all backgrounds and presentations
- Experience with or ability to learn CRM software
- Excellent written, verbal, and interpersonal communication skills required
- Ability to represent the Alzheimer's Orange County in a professional manner
- Ability to multi-task and work in a fast-paced environment



Healthy Aging Center
LAGUNA WOODS

Healthy Aging Center
ACACIA

- Ability to travel within Orange County as needed to perform job duties
- Ability to work occasional evenings and weekends

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

To apply: all applicants MUST submit a cover letter and resume to be considered for this position. Please send all documents to alzoc.hr@gmail.com.