



PROGRAM COORDINATOR, EDUCATION

Full Time

There are approximately 70,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

ABOUT THE POSITION

Working within the Advocacy and Education department, the Program Coordinator Education ensures the development and delivery of high quality, evidence-based programs and initiatives in support of the Society's vision of awareness and inclusion of people living with dementia, and the Society's vision for a dementia friendly province.

ABOUT YOU

You have a post-secondary education in a related field such as education, gerontology, sociology or public health, with experience in adult education and curriculum development/delivery. You also bring:

- Working knowledge of dementia and caregiving.
- Understanding of adult education principles and experience in curriculum development for in-person or online learning.
- Excellent interpersonal and oral communications skills.
- Proficiency in MS Office, including Word, Excel and Outlook.
- Ability to effectively learn and use additional systems, including website content management systems, client database software (e.g. Raiser's Edge), and webinar technologies.
- Ability to travel occasionally. Some evening and weekend work is required. Flexibility with regards to scheduling is expected.

RESPONSIBILITIES/ACCOUNTABILITIES

- Coordinate and deliver *Building a Strong Foundation for Dementia Care* online and in-person workshops and other education sessions for health-care providers.
- Work with the Advocacy and Education team on the design and delivery of educational workshops in support of the department's educational goals including, Research, Dementia Friendly Communities, Knowledge Mobilization and Advocacy.
- Develop and maintain educational resources for the Advocacy and Education team.
- As appropriate, collaborate with Programs & Services to augment and ensure consistent delivery of *Building a Strong Foundation for Dementia Care* workshops (e.g. collaborate on delivery and build a community of practice).
- Work with the Provincial Coordinator, Education to ensure a cohesive and seamless approach to health care provider education.
- Collaborate with key partners on the design, development and strategic delivery of new dementia education and person-centred care initiatives.

- Revise or develop content for virtual and in-person workshops including *Building a Strong Foundation for Dementia Care* and other new education sessions for health-care providers.
- Respond to health-care education-related inquiries identified by Society staff, clients, and other stakeholders.
- Record education attendance using Raiser's Edge software and analyze results to implement continuous program improvements.
- Conduct program evaluations, collate results and prepare reports, including recommendations for improvements where appropriate.
- Contribute educational content to the Society's publications, website and other communication channels.
- Build awareness of the Society's programs and impact, including representing the Society at conferences and events.
- Other duties as required to meet the Society's organizational goals.

ABOUT US

We offer a flexible work environment, including opportunities for a nine-day fortnight and/or the ability to work from home on occasion (*this position will work remotely during the pandemic*). We also offer:

- Excellent employee benefits package.
- Competitive salary.
- Employee and Family Assistance program for you and your dependents.
- Growth and learning opportunities, including support for appropriate training and development initiatives.
- Generous leave provisions (vacation, personal days, etc.).
- 13 paid statutory holidays a year.

TO APPLY

If this sounds like you, we would love to hear from you.

EMAIL (Only PDF or Word documents are accepted) your resume and a cover letter that details how your experience and qualifications match this opportunity.

**This posting will remain open until the position is filled.
We encourage you to apply as soon as possible.**

Human Resources
Alzheimer Society of B.C.
300 – 828 West 8th Ave
Vancouver, BC V5Z 1E2

humanresources@alzheimerbc.org

We sincerely thank all applicants for their interest in the Alzheimer Society of B.C. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

To find out more about the Society, our programs, and First Link®, visit: www.alzheimerbc.org



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