

PROVINCIAL COORDINATOR, PROGRAM DEVELOPMENT VANCOUVER

The Provincial Coordinator, Program Development position leads the development and implementation of provincial programs to align with the department's initiatives and the goals of the Society's strategic plan. Working closely with the other provincial coordinators and the provincial team, this position will lead the strategic planning of key provincial projects for the programs and services department including the First Link Dementia Helpline, online service delivery, and online volunteers to ensure quality service delivery for people affected by dementia.

RESPONSIBILITIES

Working collaboratively with the other provincial coordinators, leads the development and implementation of provincial projects including:

- Developing project plans, goals, timelines, and status reports for assigned provincial projects.
- Conducting research, analysis, and consultations to support innovative program development for people living with dementia and caregivers.
- Leading the ongoing development of the Dementia Helpline and providing strategic oversight to increase access, reach and quality for the provincial service.
- Providing recommendations for continuous improvement for the Dementia Helpline in the areas of operations, training, statistics, and reporting.
- Developing and maintaining best practices for online dementia support programming, ensuring alignment with in-person services and programming.
- Developing practices to support the growth of online volunteers, including management and training for staff and volunteers.

QUALIFICATIONS AND EXPERIENCE REQUIRED

- Graduate degree plus related designations or equivalent training and experience.
- 5 years of experience in a health or social service agency; 3-5 years of experience in program development and volunteer management; experience developing or delivering online programs.
- Knowledge of research practices, adult learning styles; proficiency with writing.
- Knowledge of dementia and caregiving issues and health care systems.
- Experienced in providing support and education in a human services environment, peer support interventions, volunteer management, and developing and building community connections.
- Knowledge of Microsoft Office and Microsoft Teams or other business communication platforms an asset.

PLEASE NOTE: The successful candidate will be asked to provide proof of full COVID-19 vaccination and will also be required to obtain clearance through the BC government online criminal record check system.

ALZHEIMER SOCIETY OF B.C.
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ABOUT US

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.

We offer a flexible Hybrid work environment, including opportunities for a nine-day fortnight and/or the ability to work from home on occasion. We also offer:

- Excellent employee benefits package.
- Competitive salary range of \$53,800 to \$83,600
- Participation in Group RRSP.
- Employee and Family Assistance Program for you and your dependents.
- Growth and learning opportunities.
- Generous leave provisions (vacation, sick, personal days, etc.).
- 13 paid statutory holidays a year.

Equity, diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

EMAIL your resume with a cover letter that tells us how your experience matches the position. Please include salary expectation. Only PDF or Word files.

This posting will remain open until filled.
Interested candidates are encouraged to apply as soon as possible.

Thank you for your interest. Please note only shortlisted candidates will be contacted directly.

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

humanresources@alzheimerbc.org

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