



PROVINCIAL COORDINATOR, KNOWLEDGE MOBILIZATION

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 Provincial Coordinator, Knowledge Mobilization ensures the development, delivery and mobilization of high quality, evidence-based resources, programs and initiatives in support of the Society's strategic priorities.

ABOUT YOU

You have a graduate degree in related field (e.g. Gerontology, Sociology, or Public Health) and experience with research and analysis in a non-profit health, human services setting. Your strengths include:

- Excellent interpersonal and oral communications skills, including a strong ability to establish rapport and credibility with all stakeholders.
- Working knowledge of dementia, caregiving, living with dementia and understanding of the impact on individuals and communities.
- Advanced writing skills, including knowledge of web-based writing.
- 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. Familiarity with InDesign an asset.

RESPONSIBILITIES/ACCOUNTABILITIES

- Co-lead the development and implementation of the Society's knowledge exchange strategies with the Provincial Coordinator Research.
- Ensure the Society is guided by the voices of people with lived experience of dementia by coordinating both the B.C. Leadership Group of People Living with Dementia and the B.C. Leadership Group of Caregivers.
- Ensure all Society informational resources, educational curricula, position statements, key messages and other materials are evidence-based and current.
- Co-lead the Society's Editorial Board, responsible for the strategic planning and development of the Society's quarterly publications.
- Co-lead the Society's strategy for participation in local, national and international conferences including the development of abstract submissions, poster presentations, exhibits and oral presentations.
- Take a leadership role in website quality improvement initiatives.
- Act as a knowledge broker on key emerging topics through activities such as: conducting literature reviews, consulting stakeholders, developing key messages/position statements, developing new resources and tools and leveraging technology.

- Support the Society's digital/online education delivery strategy.
- Ensure the ongoing evaluation and quality improvement of Society-produced content.
- Act as a central resource for staff across the organization, providing information and responding to inquiries related to dementia and caregiving issues.
- Collaborate internally and externally to build organizational knowledge about dementia, emerging issues and best practices.
- Share information about the Society's programs and impact, including representing the Society at conferences and community 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.

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

humanresources@alzheimercbc.org

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

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.alzheimercbc.org



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