



## **PROVINCIAL COORDINATOR, RESEARCH**

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**

The Alzheimer Society of B.C. is seeking a full-time Provincial Coordinator, Research to join our Advocacy and Education team and to lead the Society's research-related initiatives. This position ensures the development of high quality, evidence-based resources and processes in support of the Society's strategic priorities.

### **ABOUT YOU**

You have previous experience working in a research or academic setting. You have great oral and written communication skills and can develop research-related content suitable for a variety of audiences. You enjoy building relationships with researchers with the goal of raising awareness of dementia-related research. You are organized and highly efficient. You are a team player and can also work well independently.

### **RESPONSIBILITIES/ACCOUNTABILITIES**

- Lead the development and knowledge mobilization of a framework for dementia-friendly research.
- Steward relationships with B.C.'s dementia research community.
- Manage participation and accountabilities for research projects the Society is engaged in as active partners.
- Oversee the internal process for the recruitment of participants with lived experience in dementia research.
- Build awareness of the Society's programs and impact on dementia related topics, including representing the Society at conferences and events.
- Contribute research-related content to the Society's publications, website and other communications channels.
- Lead the development of relevant, accurate and evidence-based resources for a variety of audiences
- Collaborate internally and externally to build organizational knowledge about dementia and the research landscape.
- Monitor and develop strategic responses to discourse and new findings in the fields of biomedical and psychosocial dementia-related research.
- Liaise with Alzheimer Society of Canada and other provincial Societies on research strategy and associated activities.
- Develop and implement an evaluation framework to assess the Society's impact on the dementia research community.
- Oversee processes for providing letters of support to researchers and connecting people with lived experience to research participation and engagement opportunities.

## QUALIFICATIONS AND SKILLS

- Post-secondary diploma/degree in related field (e.g. psychology, sociology, gerontology); Masters degree is preferred.
- 3-5 years of experience or an equivalent of education and experience.
- Analytical and strategic thinker with the ability to manage multiple projects and respond positively to change.
- Ability to work both independently and as a team member; flexibility and ability to work under pressure.
- Excellent written, oral and presentation skills.
- Excellent project coordination and organizational skills.
- Knowledge of Word and Excel for Windows.
- Experience with Raiser's Edge/NXT considered an asset.
- Previous knowledge of Alzheimer's disease and/or related dementias is an asset.
- Occasional weekend and evening work will be required. Flexibility regarding scheduling is expected.

## 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.**

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

[humanresources@alzheimerbc.org](mailto: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](http://www.alzheimerbc.org)



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