



## **PROVINCIAL COORDINATOR, POLICY ANALYSIS**

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, Policy Analysis supports the policy, advocacy, and government relations work of the Society through the monitoring and analysis of policy as it relates to dementia in British Columbia, Canada, and internationally.

### **ABOUT YOU**

You have a graduate degree in related field and experience conducting research and analysis in policy. Your strengths include the ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendations for the modification or creation of legislation, policies and programs. Your demonstrated competencies include:

- Aptitude for developing and maintaining collaborative relations with team members and for functioning effectively on inter-departmental, multi-sectoral committees and working groups.
- Familiarity with acts, policies and legislation governing the operation of political bodies such as the Legislative Assembly, the Standing Committees, and the Cabinet.
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis.
- Ability to act as a resource person for colleagues in their research, communication, implementation, coordination and evaluation activities
- Strong writing skills required. Must be proficient and highly efficient in creating content for a variety of audiences.
- Experience with issue monitoring, research and information gathering. Knowledge of issues relating to dementia considered an asset.
- Excellent interpersonal and oral communications skills, including a strong ability to establish rapport and credibility with all stakeholders.

### **RESPONSIBILITIES/ACCOUNTABILITIES**

- Identify emerging provincial, national, and international policy issues related to dementia and conduct research, consultation and analysis.

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- Identify obstacles or gaps in legislation and/or public policies and programs and provide strategic advice to advance the interests of people living with dementia and their caregivers.
- Develop policy position documents, including key messages, on issues related to dementia.
- Monitor issues relating to the health and wellness of people living with dementia and other related issues and trends, identifying, and providing analysis on pertinent research areas, as well as integrating and disseminating this information as appropriate.
- Create timely communication briefs to share with Society staff, stakeholders and partners.
- Work in conjunction with the Provincial Coordinator Advocacy and Public Policy to advocate our policy positions in different forums.
- Work with the Provincial Coordinator Advocacy and Public Policy to implement and maintain the government relations efforts of the Society, which includes seeking, scheduling, and attending meetings with government officials and sending follow-up information when necessary.
- Work with the Provincial Coordinator, Advocacy and Public Policy to ensure that the Society complies with its obligations under the BC Lobbyists Transparency Act. Develop and maintain, informed by lived experience, toolkits to support advocates affected by dementia overcome challenges along the dementia journey on individual and systemic levels.

#### 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.  
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Avenue Vancouver, BC  
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[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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