



PROGRAMMING COORDINATOR (Interior Region)

Permanent Part-Time (28 hours per week) .8 FTE

ABOUT THE POSITION

Provides programming support for the regional resource centres and is a key contact for maintaining service delivery across the province including, but not limited to: education planning and scheduling; maintaining and increasing health-care provider outreach; allocating referrals; distributing information and materials to health care and community partners; and providing general administrative support for delivery of First Link® programs and services. Some evening and weekend work may be required. Flexibility regarding scheduling is expected.

ABOUT YOU

You have 3-5 years of experience providing administrative support services (or an equivalent combination of education and experience). Experience in a health or social services setting is preferred. You also bring:

- At least 3 years of experience at an administrative level with some project coordination experience.
- Strong administrative and organizational skills with meticulous attention to detail.
- Excellent computer skills. Experience using Microsoft Office, Teams and Excel is essential. Familiarity with PowerPoint and the use of databases is an asset.
- Excellent interpersonal and customer service skills.
- Experience with and ability to recruit, train and supervise volunteers.
- Good knowledge of media/social media platforms and experience with community-based promotion.
- Flexibility to manage a variety of duties.
- Ability to work as part of a team and with a variety of work styles and personalities.
- Knowledge of dementia is 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.

RESPONSIBILITIES/ACCOUNTABILITIES

- Reporting to the Manager, Community Services, organizes and maintains systems related to First Link® referrals, education planning, the First Link® Dementia Helpline and information and materials.
- Works closely with other Programming Coordinators and Manager, Community Services to ensure provincial programs and operations are standardized.
- Organizes and allocates referrals to Support and Education Coordinators.
- Responds to opportunities for educational outreach with external community partners and organizes and schedules events based on regional needs.
- Assists Manager and Support and Education Coordinators with the development and maintenance of quarterly and/or annual education plans.
- Supports the coordination of the quarterly First Link® bulletin, workshop posters and promotional activities throughout the region.
- Assists in health-care provider outreach including outreach calls, research and distribution of information resources to health care providers and community agencies.

- Where needed, oversees and maintains information resource and materials inventory; develops new community information contacts; prepares dementia education and information packages for distribution.
- Assists with recruitment, screening and onboarding of volunteers using a database; oversees office volunteers where needed and ensures effective communication on recruitment process steps and timelines.
- Assists with client and community communication, as required.
- Assists with administrative duties related to the delivery of First Link® Programs and Services, as required.
- Other duties as required to meet the needs of the role in relation to organizational goals.

ABOUT US

We offer a flexible work environment, including the possibility of working remotely within a hybrid work model. We also offer:

- Excellent employee benefits package.
- Competitive starting salary range of \$50,000 to \$53,000 (pro-rated to .8FTE).
- Participation in Group RRSP.
- 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 – four weeks’ vacation, personal days, etc. (pro-rated to .8 FTE).
- 13 paid statutory holidays a year.

There are approximately 85,000 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.

Equity and 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.

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. Please include your salary expectation.

Human Resources
Alzheimer Society of B.C.
300 – 828 West 8th Ave
Vancouver, BC V5Z 1E2
humanresources@alzheimerbc.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 about First Link® and the Dementia Helpline, visit www.alzheimerbc.org



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