



STRATEGIC LEAD, EDUCATION

Temporary full-time (18-month contract)

ABOUT THE POSITION

The Strategic Lead, Education is responsible for developing and implementing the Alzheimer Society of B.C.'s annual education action plan, in collaboration with the Manager, Advocacy and Education and other staff members and external partners involved with education development and delivery. This includes establishing processes and systems throughout the project lifecycle to effectively develop, update and publish new and updated education content for standardized delivery by education facilitators and leading the development of public-facing education for people living with dementia, family caregivers and health-care providers. This role also plays a key part in supporting the development and integration of learning tools, such as the Society's new Learning Management System.

ABOUT YOU

You have a Master's degree or equivalent in a related field (e.g. instructional design, adult education, gerontology, public health or related discipline). You also bring:

- Five years of experience developing adult education or e-learning programs, or project management in a health and human services environment.
- Certification in IAP2 or formal training in project management is an asset.
- Experience working in a not-for-profit organization an asset.
- Demonstrated experience developing in-person, online and blended education programs for adult learners, including applied knowledge of instructional design.
- Expertise in the planning, development and implementation of educational programming.
- Demonstrated knowledge of the education development lifecycle.
- Strong writing skills required. Must be proficient in creating accessible content for a variety of audiences.
- Facilitation and consensus-building skills are an asset.
- Proficiency in Microsoft Office 365 applications (Word, Outlook, PowerPoint, Teams, OneNote, etc.)
- Ability to effectively learn and use additional systems, including learning management system, client database software, and webinar technologies (e.g. Zoom, Microsoft Teams).
- Ability to work independently and in a team environment, with strong time management and organizational skills.
- Exceptional PowerPoint and presentation design skills.
- Excellent communication and collaboration skills, including a demonstrated ability to establish positive relationships and credibility with diverse stakeholders.
- Commitment to diversity, equity and inclusion principles.
- Knowledge of dementia and trauma-informed practices 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

- In collaboration with the Manager, Advocacy and Education, lead the development, execution and monitoring of the annual education work plan, utilizing project management tools and techniques to increase team effectiveness.
- Lead interdepartmental collaborations with the Resource Development team, as related to existing and potential strategic education partnerships.
- Support new strategic education projects, as required, including the operationalization of the Society's new Learning Management System.
- In collaboration with the Provincial Coordinator, Education Development, lead the development and delivery of live and asynchronous training and training materials to support the effective delivery of standardized education by Community Services staff.
- Mentor and develop adult education and instructional design skills across key positions on the Education team.
- Lead collaborations with subject matter experts, health-care professionals, people with lived experience and community stakeholders to gather insights, feedback and relevant information for content development.
- Position the Society as a leader in dementia education and build awareness of the Society's educational programs and impact.
- Steward relationships with key external stakeholders at partner organizations (e.g. health authorities, educational institutions, professional associations) to explore opportunities to integrate dementia education into other curriculum and resources.
- Develop learning plans, new education content and learning aids (e.g., PowerPoint, interactive tools, workbooks, etc.) for various delivery modes (in person, blended, online) and for diverse audiences (e.g., health-care providers, people living with early-stage dementia and family caregivers).
- Utilize best practices in adult education and instructional design to ensure content is evidence-based, accessible, culturally sensitive and effectively meets the intended learning objectives.
- Lead the development and maintenance of the Society's education evaluation practices and the integration of evaluation feedback into quality improvement initiatives.
- Monitor the adult education landscape for health sector resources locally, nationally and internationally to strive for innovation, collaboration and continuous quality improvement.
- Contribute education content to the Society's publications, website and other communications channels.
- Maintain comprehensive documentation of the content development process, including revisions, feedback and decision points.
- 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 the possibility of working remotely within a hybrid work model. We also offer:

- Excellent employee benefits package.
- Competitive starting salary range of \$74,000 to \$77,000.
- 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.).
- 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 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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