



## PROVINCIAL COORDINATOR, EDUCATION DEVELOPMENT

Permanent, Full Time

*The Alzheimer Society of B.C. is embarking on a bold new three-year strategic plan and is very excited to be adding new positions throughout the organization in the coming months to enhance our capacity to support people on the dementia journey while working towards our vision of a world without Alzheimer's disease and other dementias. One of these new positions is the **Provincial Coordinator, Education Development**.*

### ABOUT THE POSITION

The Provincial Coordinator, Education Development is responsible for the development and revision of high quality education programs, grounded in the needs of people affected by dementia so they can have the best possible quality of life at every stage of the journey. The person in this role will work closely with the Society's Strategic Lead, Education and other members of the education team.

### ABOUT YOU

You have a Master's degree in a related field (e.g. adult education, instructional design or related discipline) or equivalent combination of education and related practical experience. You also bring:

- Three to 5 years of related experience, including the development of adult education curriculum.
- Experience working in a not-for-profit organization or post-secondary institution an asset.
- Demonstrated expertise and experience with applying adult learning principles and best practices related to educational programming, in-person and online.
- Demonstrated knowledge of dialogue-based or participatory learning; facilitation skills.
- A high level of initiative and self-motivation.
- Strong writing skills required. Must be proficient and highly efficient in creating content for a variety of audiences.
- Exceptional PowerPoint and presentation design skills.
- Strong project management and organizational skills.
- Excellent interpersonal and oral communications skills, including a demonstrated ability to establish positive relationships and credibility with diverse collaborators.
- Experience using Microsoft Office 365 applications (Word, Outlook, PowerPoint, Teams, OneNote, etc.)
- Ability to effectively learn and use additional systems, including the organization's learning management system, client database software (e.g. Raiser's Edge), and webinar technologies (e.g. Zoom, Microsoft Teams).

**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

- Collaborate across departments to lead the development of in-person and online education programs for people affected by dementia, including updating the organization's existing education workshops to align with best practices in participatory adult learning.
- Identify, design and develop appropriate learning materials to support learning outcomes.

- Engage internal and external subject matter experts – including people with lived experience of dementia – to write person-centred dementia education content, founded in research and best practices in dementia care.
- Develop training opportunities and materials to support the effective delivery of standardized education by Community Services staff.
- Work closely with Community Services to understand and prioritize community education needs.
- Support the organization’s ongoing evaluation practices to assess program impact on key learning indicators, and the integration of evaluation feedback into quality improvement initiatives.
- Provide leadership and act as a resource to those involved in the design, development and delivery of online, in-person and hybrid education (including other staff or consultants).
- 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.
- 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.
- 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.).
- 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.

**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](http://www.alzheimerbc.org)

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

[humanresources@alzheimerbc.org](mailto:humanresources@alzheimerbc.org)



The Standards Program Trustmark is a mark of Imagine Canada used under license by the Alzheimer Society of B.C.