

Job Posting

Alzheimer Society of Ontario

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

OUR VALUES

Collaboration Accountability Respect Excellence

The Alzheimer Society is an equal opportunity employer and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Coordinator, Online Learning and KTE

Reports to: Director Education & Knowledge Translation

Supervises: n/a

Job Summary

The Coordinator, Online Learning and KTE will support the ASO Program team in the planning and implementation of online education programs and knowledge translation activities. A strong knowledge of dementia, education principles and online technology is key to the position. The Coordinator, Online Learning and KTE works as part of the Program team and reports to the Director of Education & Knowledge Translation. Some evening and weekend work may be required within a reasonably flexible schedule.

Essential Duties and Responsibilities:

Online Education Program Planning

- Create new/adapt existing education programs to be delivered online as needed.
- Work with the Program team to plan, implement and evaluate local Alzheimer Society staff training for the provision of online learning programs.
- Prepare, update and maintain repository of resources and tools to support local Alzheimer Society Facilitators in the implementation of online learning programs.
- Support planning and implementation of provincial e-learning strategy.
- Provide content about online education programs on the Society website and through other means such as internal and external newsletters.
- Work collaboratively with staff, volunteers and community partners to meet Society mission and mandate.
- Prepare reports of education activities and events.

Online Learning Facilitation

Facilitate the U-First!® online e-learning course on the www.alzeducate.ca Learning Management System (LMS) platform including:

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- Schedule courses with external organizations as well as open public courses, as needed.
- Manage Learner enrollment in courses.
- Respond to learner questions about course content and process.
- Post content in accordance with course design.
- Facilitate online discussion via discussion forums.
- Host live webinars as part of the blended learning format.
- Assist learners with technical challenges within the course.
- Prepare reports with learner contact information and program statistics.

Knowledge Translation Facilitation

- Facilitate knowledge transfer and exchange activities including but not limited to connecting people to expertise and resources, moderating public webinars, and
- Plan and facilitate Community of Practice meetings/processes to ensure effective knowledge transfer and exchange.
- Develop knowledge products (tools and resources) by gathering evidence from a variety of sources and organizing it so that it is accessible and actionable.
- Participate in brainXchange Team meetings, planning, evaluation and reporting.

Job Qualifications

Education:

- Post-secondary degree in health promotion, adult education, allied health or social science with a focus on gerontology.
- Adult education/curriculum design training an asset
- A combination of relative education and experience will also be considered

Experience:

- Minimum of three years full-time hands on experience planning and implementing education programs.
- Experience facilitating training in groups.
- Experience planning and facilitating online learning.
- Experience planning and facilitating knowledge translation activities an asset.
- Demonstrated ability to work with a variety of stakeholder groups
- Experience in dementia and health care settings is an asset

Other Knowledge, Skills, Abilities or Certifications:

- Understanding of adult learning principles (in particular Dialogue Education is an asset) is essential.
- Impeccable public speaking and facilitation skills.
- Experience in group work, group facilitation and group processes.
- Strong understanding of knowledge translation theory and processes.
- Solid knowledge of online technology and learning platforms and willingness to learn new software is needed.
- Training in or knowledge of U-FIRST!® and PIECES™ approaches an asset.
- Strong knowledge of dementia is an asset.
- Demonstrated commitment to continuing professional development.
- Excellent written and verbal communication skills.

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- Attention to detail and a strong work ethic are essential.
- Effective analytical and problem-solving skills.
- Proven organizational, planning and time management skills, including handling multiple, concurrent issues and tasks, with an ability to prioritize workload and recognize the significance of unusual or urgent situations in a fast-paced environment.
- Ability to show initiative, and to work independently and as part of a closely-knit team.
- Excellent client service and interpersonal skills.
- Bilingual French-English speaking is an asset.
- Facilitation of education programs may be required some evenings or weekends.

Very Occasional Travel to the Toronto Head Office

Please submit your resume and cover letter to: resumes@alzheimerssc.org

Please include the 'Job Title' in the subject line.

Closing Date: April 23, 2021

We thank all who apply, but only those selected for an interview will be contacted.