



Public Education Coordinator Job Posting

Posting Date: April 22, 2022

Closing Date: May 6, 2022

Location: Alzheimer Society Southwest Partners – Elgin office with travel required to Middlesex and Oxford offices, community partner sites and remote from home.

Status: Fulltime, 35 hours per week, occasional evening and weekend work required.

About You:

You are an enthusiastic, highly organized person with a passion for education and promotion, ideally with experience or interest in issues around age-related cognitive functioning. You are well versed and adaptable in using various types of technology, proficient in giving dynamic presentations to internal and external audiences. You have a good knowledge of teaching principals, are inquisitive and enjoy learning and researching. You have good time management skills and can problem-solve through challenging situations and unexpected circumstances.

Position Summary:

In this position, the Public Education Coordinator is responsible for the delivery of the educational programs of the Society including public education and skills development training to a full range of target groups. The Coordinator will also increase public awareness of the Alzheimer Society Southwest Partners through collaboration on the development of a Communications Plan as it relates to Health Promotion; supporting the Society's communications functions and initiatives; and informing the public and stakeholders through educational programming regarding the symptoms and long-term effects of Alzheimer's disease and other dementias. The Coordinator will coordinate other training events for the public, health professionals, and volunteers.

Organizational Overview:

The Alzheimer Society Southwest Partners actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

Our Vision:

A world without Alzheimer's disease and other dementias.

Our Mission:

To alleviate the personal and social consequences of Alzheimer's disease and other dementia's and to promote research.

Our Values:

Collaboration, Accountability, Respect and Excellence.

Qualifications:

- University degree/college diploma/ in related field;
- Previous experience in a not-for-profit organization, particularly in the health sector;
- Strong writing, verbal, listening and communication skills;
- Knowledge and working understanding of Microsoft Suite software and Google forms;
- Comfortable with Zoom platform, and being able to adapt to changes;
- Knowledge of Alzheimer's disease, other dementias, and current education and training programs;
- Ability and knowledge to work within a computerized environment;
- Experience designing education/information programs;
- Excellent organizational, interpersonal and communication skills;
- Experience working with persons living with dementia and/or their care partners would be an asset;
- Valid driver's license and access to an insured vehicle.

Immediate Supervisor: Manager of Education

Indirect Supervisor: Director of Programs and Services

Working Conditions:

Office Setting. General office duties, typing, filing, occasional lifting / carrying 25lbs, reaching, bending, walking, sitting, and standing (standing desk provided). Freedom of movement throughout the day. Travel is required.

**This position will require regular in-office work with the flexibility of working from home. While in-office or at community partner sites, this position will require wearing of proper PPE and completing education in proper Public Health guidelines surrounding PPE and Covid-19 protocols.*

If you meet these qualifications, please submit a cover letter and resume in pdf format to: amanda.jahn@alzswp.ca (with the job title listed in the subject line).

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.

Commitment to Equitable Recruitment:

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQ+.

COVID-19 vaccinations are the most effective way to safeguard the health of our employees, clients and communities in which we work. As such, this offer of employment is conditional upon the Society receiving written confirmation that you have received all recommended doses of vaccine(s) approved by Health Canada for use in Canada. The Society's requirement that you be vaccinated is subject to any accommodation obligations it may have under human rights legislation. Failure to provide satisfactory proof of full vaccination or information to support the reasons why a vaccination cannot be received, shall be cause for the immediate withdrawal of this offer and/or termination of your employment without notice or pay in lieu thereof.

After this condition has been met, and again subject to applicable human rights legislation, any subsequent refusal to obtain a booster or other vaccination related to COVID-19, as deemed necessary by the Society, will be considered willful misconduct and/or disobedience and will result in the termination of your employment without notice or pay in lieu thereof.

Information collected regarding your vaccination status will be collected in accordance with applicable privacy laws and solely for purposes related to your employment with the Company and shall not be used for any other purpose without your prior written consent.

We thank all applicants in advance, however, only those selected for an interview will be contacted.