

Alzheimer Society

ALBERTA AND
NORTHWEST TERRITORIES

Job title	<i>Cultural Communities Coordinator</i>
Reports to	<i>Manager, Strategy and Projects</i>
Details	<i>Full – time, Term position until March 31, 2027 Primarily remote with 25% in-office time</i>
Location	<i>Edmonton area or Red Deer, Alberta</i>
Salary Range	<i>\$58,565.00 – \$79,235.00 per annum</i>
Closing Date	<i>End of day Sunday, November 24 2024</i>

Who we are

The Alzheimer Society of Alberta and Northwest Territories (AS ABNT) is a not-for-profit association that brings awareness to Alzheimer’s disease and other dementias; helps alleviate the personal and social consequences of the disease, provides information, education, and support programs, and promotes and funds research into the cause, prevention, and cure.

Our vision is each person living with dementia, and those supporting them, can thrive as we focus on care today and a cure for tomorrow.

Our values are “CARE: Collaboration, Accountability, Respect, and Empathy.”

The Position

Reporting to the Manager, Strategy and Projects, and as a part of the Client Services team, the Cultural Communities Coordinator (CC Coordinator) will play a critical role in the expansion into various communities to forge new relationships and provide access to new funding markets and opportunities. Working in partnership with community leaders, this position is responsible for the development and implementation of culturally appropriate strategies that will increase public awareness about dementia and reduce stigma. This position will also act as a representative within a community in facilitating planned programs and services that foster inclusivity, understanding and representation of the community and AS ABNT.

With the goal of enhancing the AS ABNT client base, the CC Coordinator will educate and lead a team of Cultural Navigators throughout the province and territory to promote and deliver programs and services within various targeted communities. This position will ensure the activities implemented represent the community’s values and goals related to programs, services, awareness, and stigma reduction.

This position is ideal for an individual with a strong understanding of cultural diversity with technical skills and experience in leadership, engagement, and facilitation. This is a full-time term position until March 31, 2027, with the possibility of extension or permanency. The CC Coordinator will require travel throughout the province on a monthly or quarterly basis.

The primary responsibilities of this position include:

- Identifying and implementing solutions to accommodate different cultural practices and accessible resources to meet the needs of the community

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- Engaging key community leaders to customize core programs and services
- Supervising and leading a team of up to six (6) Navigators to deliver culturally appropriate core services and programming to specific communities
- Facilitating and coordinating AS ABNT approved programs and services, accommodating different cultural practices and accessible resources where appropriate
- Preparing reports as defined by the operational plan to support effective decision making regarding the effectiveness of services and programming.

Qualifications

- Post secondary education in social services, community development, or related area, bachelor's degree preferred
- Minimum of three (3) years of job-related experience in diverse community engagement, and/or program delivery, with at least 1 year of direct staff supervision
- Proficiency in at least two languages required
- Demonstration of cultural competency including sensitivity to diverse perspective and backgrounds
- Experience with project management principles
- Experience in facilitation and adult education is an asset
- Experience with volunteer recruitment is an asset
- Ability to analyze, interpret and prepare data for internal and external use
- Working knowledge of community health issues, and/or dementia considered an asset
- Valid Driver's License and insurance requirements for travel throughout the province.
- Recent and clear criminal record and vulnerable sector check.

Working conditions

- Flexible hybrid work environment
- Standard 35-hour workweek (Monday to Friday, with flexible working hours)
- Travel required on a quarterly or monthly basis depending on incumbent's location.

What we offer

- Fantastic Health and dental benefits package
- Annual vacation starting at three weeks
- Personal days
- Wellness fund
- Reimbursement of professional membership associations
- Festive season closure
- Remote work available and a commitment to flexibility.

To apply please send a copy of your cover letter and resume by email to: hr@alzheimer.ab.ca

We thank all candidates for their interest. However, only those selected for an interview will be contacted.

The Alzheimer Society of Alberta and Northwest Territories is an equal opportunity employer and values diversity of all kinds.