

Employment Opportunity

Public Education Coordinator

Alzheimer Society of Muskoka

Serving Muskoka and Parry Sound, the **Alzheimer Society of Muskoka** is dedicated to improving the quality of life for individuals living with Alzheimer's disease, and other dementias, and their caregivers. We are committed to advocacy, public education and local services and programs. We are seeking applications from qualified individuals who are passionate about being part of a team environment and supporting individuals and families in our community.

The **Public Education Coordinator (PEC)** delivers lectures and workshops and offers dementia-specific education to persons living with dementia, their families, caregivers, health care workers, volunteers, and the general public. The **PEC** position will utilize standardized curriculum, training tools, and evaluations in providing in-person and virtual learning opportunities within the Districts of Muskoka and Parry Sound.

This **Public Education Coordinator** will promote the *Alzheimer Society of Muskoka's* vision and participate in other activities to increase public awareness of Alzheimer's disease and other dementias. This individual will increase awareness and understanding of the importance of dementia-specific education and information to diverse groups.

The *Alzheimer Society of Muskoka* welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

Minimum Requirements:

- Post-secondary education in a related field, including but not limited to, health promotion, adult education, allied health or social science, or gerontology;
- Minimum of 2 years experience facilitating group education, training, and workshops in-person and virtually;
- Experience working with individuals living with dementia and/or their caregivers, health care providers or similar;
- Comprehensive knowledge and understanding of Alzheimer's disease and other dementias;
- Extensive knowledge of community healthcare agencies and resources;
- Excellent computer skills with in-depth knowledge of Microsoft Office, Zoom, and other webinar platforms;
- Valid driver's license and regular access to a reliable, insured vehicle;
- Willing to travel within the Districts of Muskoka and Parry Sound;
- Police Records Check with Vulnerable Sector Search.

Assets:

- Ability to communicate in second language.
- Experience designing education and training programs.
- Understanding of adult learning and E.S.L. principles.

Required Abilities & Skills:

- A well-defined sense of diplomacy, including solid negotiation skills, conflict resolution, and leadership skills;
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines;
- Works well with others, and handles direction and feedback in a constructive manner;
- Demonstrated problem-solving and critical thinking skills;
- High degree of resourcefulness, flexibility, and adaptability;
- Ability to participate and contribute to a strong team environment with an inclusive and collaborative approach;
- Strong ability to work with minimal supervision and act with a high degree of independent judgment, taking action on matters as required.
- Open to receiving and seeking feedback, implementing new processes, and developing professional skills;
- Maintain confidentiality and use discretion, judgment, and tact when navigating complex client situations;

Complete job description available on request. This is a full-time permanent position based in our Bracebridge office with significant travel to other communities within the Districts of Muskoka and Parry Sound. Hybrid work options may be approved upon the completion of the probationary period. Salary will be in the \$45,000 - \$55,000 range per annum based on experience. This position typically works 37.5 hours per week during regular business hours; however, flexibility is required for occasional weekend and evening hours.

The *Alzheimer Society of Muskoka* offers generous employee health and dental benefits, vacation, and professional development opportunities.

Applications, including resume and cover letter, will be accepted at recruitment@alzheimermuskoka.ca until 5 pm on October 4, 2024.

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

The *Alzheimer Society of Muskoka* recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions. We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA.