

Position: Education & Outreach Coordinator,
African American

The coordinator will schedule, deliver and evaluate general public education and caregiver training targeting projects in the African-American community in South Los Angeles. Work with community-based agencies and faith-based institutions in planning and development of culturally sensitive dementia care services and risk reduction activities. This position will work with volunteers, other health-related agencies, and network with organizations that are potential sites for hosting events and other collaborative efforts. This is a one year, grant-funded position.

Responsibilities:

- ◆ Identify, establish and maintain contacts with community-based organizations, churches, community agencies and senior centers to market and provide services
- ◆ Establish collaborative relationships in order to coordinate and implement caregiver /community education workshops on various topics and health fairs (community/networking visits)
- ◆ Lead educational events in the community
- ◆ Handle inquiries, process incoming requests, maintain records and statistics
- ◆ Maintain spreadsheet of all educational events and activities.
- ◆ Distribute materials and brochures at key points in the community.
- ◆ Responsible for keeping up-to-date with all health education information pertinent to curriculum topics
- ◆ Participate in evaluation component of project as appropriate
- ◆ Attend network meetings
- ◆ Responsible for project-related reports
- ◆ Other duties as assigned

Minimum Qualifications, Skills and Experience Required:

- ◆ Two years experience working with African American community
- ◆ Public speaking experience
- ◆ B.A. in public health, gerontology, social work, nursing, or related field (experience considered in lieu of degree)
- ◆ Two years experience working in the aging field
- ◆ Excellent written, oral and listening communication skills
- ◆ Ability and willingness to travel to workshop sites as well as meeting and training sites
- ◆ Possess knowledge of community resources and experience with adult learners
- ◆ Flexible schedule to attend meetings and trainings and to facilitate workshops, weekends included
- ◆ Ability to work with people with dementia, their care partners and family members
- ◆ Ability to work with diverse volunteers and staff
- ◆ Computer literate - MS Office, Lotus, PowerPoint, etc.
- ◆ California driver license, proof of automobile insurance, reliable transportation

Send cover letter and resume to: Alzheimer's Association
Attn: Human Resources – EOC-AA
5900 Wilshire Blvd., Suite 1100
Los Angeles, CA 90036
E-mail: alz1ajob@sbcglobal.net (*Word* attachments only)
Fax: 323-938-1036
No telephone calls

The Alzheimer's Association of Los Angeles, Riverside and San Bernardino Counties is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, physical or mental handicap, or age.