

ALZHEMIER'S ASSOCIATION - Greater Michigan Chapter

Position Description

POSITION TITLE: Program Coordinator

DEPARTMENT: Central Michigan Region

STATUS: Full-Time 36 hours per week

BENEFITS: Health, Dental, 401(k), LTD, Life Insurance, Generous Time-Off Package

GENERAL DESCRIPTION:

The Program Coordinator assists the Regional Director in the development, implementation and evaluation of programs and services for Greater Michigan Chapter Regional Office. This position is also responsible for recruitment, coordination and supervision of volunteers in related area. This position requires a high volume of regional travel. The Program Coordinator reports to the Regional Director.

MINIMUM REQUIREMENTS:

Bachelor's degree in human service, gerontology, health education or related field.

Background in communication and business development desired.

At least 2 years experience in program planning and implementation.

Mature judgment, organizational skills and ability to complete tasks

Ability to recruit, communicate and work effectively with volunteers, family members and professional contacts.

Ability to understand the programs and scope of the Alzheimer's Association's mission and goals.

Computer literate with knowledge of Microsoft Office Applications.

Ability to effectively communicate in writing, orally and electronically.

Ability to provide personal transportation to and from all required work activities.

ESSENTIAL JOB FUNCTIONS:

Design, plan, coordinate and evaluate caregiver education workshops, helpline, respite services, support groups, Safe Return and other regional programs.

Develop a working knowledge of Alzheimer's disease and related dementia.

Recruit, train, supervise and recognize volunteers to assist with programs and service delivery.

Develop, implement and evaluate new services, programs and training based on needs.

Maintain or develop a system to monitor client data, support group, helpline, respite and other related program data.

Maintain or develop system to report statistical information as needed.

Maintain educational library of literature, video's and brochures.

Represent the Alzheimer's Association at public forums, conferences, and media events, function as an advocate representing the association in the community.

WORKING CONDITIONS:

Normal working environment
High volume local travel
High degree on public contact
High volume of telephone use
Work may be stressful at times
Some weekends and evenings
Attend workshops, trainings and meetings as required

EQUIPMENT:

Computer/software programs
Facsimile
Telephone
Calculator
Photocopier
Audiovisual equipment

PHYSICAL AND MENTAL REQUIREMENTS:

Ability to lift, carry and transport 25lbs. of materials.
Ability to travel as needed.
Ability to prioritize and manage multiple projects.
Ability to be discrete and professional.
Ability to work effectively with committees, staff, and outside contacts.
Ability to analyze specific information and make necessary recommendations and decisions.
Ability to work independently.

EOE

Resume:

Alzheimer's Association – Greater Michigan Chapter
Attention: Paul Kappen
20300 Civic Center Drive, Suite 100
Southfield, MI 48076

Email: paul.kappen@alz.org

Fax: Paul Kappen 248-351-0419