

Position Description

POSITION TITLE: Program Coordinator

DEPARTMENT: Northern Michigan Region

POSITION HOURS: 30 Hours per Week

BENEFITS: Competitive Wages, flexible hours, paid time-off including vacation, holiday, sick, personal and STD

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 required. Bachelor's and or Master's degree in human service, gerontology, social work or related field preferred. Experience in program planning and implementation.
Ability to organize, plan and implement activities based on identified goals and objectives.
Experience in public speaking and conducting presentations.
Ability to market and promote programs.
Excellent written and verbal communication skills.
Proficiency with Microsoft Office applications especially Word, Excel, and Power Point.

ESSENTIAL JOB FUNCTIONS:

Design, plan, coordinate and evaluate caregiver education workshops, Helpline, support groups, Safe Return and other regional programs by remote technology and on-site
Serve on planning committees for dementia conferences and workshops.
Participate on agency committees and agency work groups, community coalitions and advocacy groups.
Remain current on information about Alzheimer's disease and related dementias.
Continuously evaluate education programs, analyze, and plan accordingly.
Assist with the telephone Helpline calls and walk-in clients when necessary.
Develop, Implement and market fee for service 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 and report statistical information and outcome-oriented results for all education programs and complete grant reporting requirements.
Maintain and monitor literature, books, and DVDs in the library.
Represent the Alzheimer's Association at public forums, conferences, and media events, function as an advocate representing the association in the community.
Assist in all special events.

WORKING CONDITIONS:

Normal working environment
High volume local travel
High volume on public contact
High volume of telephone use
Work may be stressful during periods of high volume or tight deadlines
Some weekends and evenings
Attend workshops, trainings, meetings and events

EQUIPMENT:

Computer/software programs
Power Point
Audiovisual Equipment
Photocopier
Calculator
Fax machine

PHYSICAL AND MENTAL REQUIREMENTS:

Ability to lift, carry and transport 30 lbs. of materials.
Commitment to a professional code of ethics.
Communication skills and ability to conduct individual and group meetings and assessments.
Ability to work effectively with volunteers, staff and external contacts to build and maintain successful teams.
Ability to communicate effectively in person, in writing and electronically to a variety of audiences.
High level of integrity, diplomacy and initiative.
Ability to work evenings and weekends.
Ability to travel to perform job duties.
Ability to operate designated office equipment.
Ability to analyze specific information and make necessary recommendations and decisions.
Ability to work independently, prioritize and manage multiple projects.

Equal Opportunity Employer

Resume:

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