

Alzheimer's Association Greater Richmond Chapter

Middle Peninsula/Northern Neck Branch Office Coordinator Job Description

Reports to: Program Director

Position Responsibilities:

- Oversee the program operations of the Branch Office.
- Provide assistance and information to families, oversee Respite Scholarship program in the branch area, arrange and/or provide education to health professionals and community organizations
- Create awareness of Alzheimer's disease and the Chapter services and foster community partnerships.
- Provide information and assistance on Alzheimer's disease and community resources to caregivers, family members, and professionals
- Coordinate community and professional educational opportunities in the Branch Office area
- Recruit and coordinate volunteers for Helpline, support groups, and speaker's bureau
- Maintain contact with support group leaders
- Develop and maintain current list of community resources
- Serve as staff liaison to the local Advisory Council
- Other duties as assigned

Qualifications:

- College Degree
- Good communication, listening, interpersonal, and organizational skills
- Ability to work independently with minimal supervision
- Knowledge of Alzheimer's disease and caregiving issues
- Knowledge of the Branch Office area
- Proficient in Word and the Internet

Working Conditions:

- Part-time position based at the branch office
- Local travel involved
- Occasional evening and weekend hours to provide presentations and workshops

Please email resume and salary requirements to:
fran.foster@alz.org