

# ALZHEIMER SOCIETY OF MANITOBA POSITION DESCRIPTION

---

## SECTION 1 IDENTIFYING INFORMATION

---

Position Title:  
**Education Coordinator (1 year term)**

Supervisor's Title:  
**Education Manager**

Date: May 2025

---

## SECTION 2 POSITION SUMMARY

---

The Alzheimer Society of Manitoba exists so that all Manitobans affected by dementia receive the help they need today and have hope for tomorrow.

Acting as an ambassador for the Alzheimer Society of Manitoba (ASM) and reporting to the Education Manager, the Education Coordinator is responsible for implementing and evaluating education programming for family care partners, healthcare and community service providers and the general public. The Education Coordinator provides support services, education, and promotion in accordance with the Alzheimer Society of Manitoba's Mission and Ends Statements:

|   |   |
|---|---|
| 1 | People living with dementia and their care partners have a voice.   |
| 2 | People living with dementia feel safe, accepted, respected and supported to experience their highest quality of life throughout their entire journey. |
| 3 | Care partners have meaningful support when they need it.  |
| 4 | Manitobans actively engage with people living with dementia and welcome them into all aspects of community life.                                      |
| 5 | Manitobans understand and engage in brain health strategies to reduce their risk of dementia.   |

This is a one-year term, full-time position (1.0 FTE) based at the Provincial Office of the Alzheimer Society of Manitoba in Winnipeg. Days and hours of work are Monday through Friday from 8:30 am to 4:30 pm. Occasional evening and weekend work may be required as job duties demand.

---

## SECTION 3 DUTIES AND RESPONSIBILITIES

---

### 1. PROFESSIONAL EDUCATION

**80%**

- Work collaboratively with the Education Manger and program team in planning education programs for target audiences such as healthcare and community service providers (both regulated and non-regulated) working in supportive housing, long term care, acute care or community settings.
- Deliver (in-person and/or virtual) and evaluate the education programs.
- Deliver and evaluate educational programs delivered to students in post-secondary healthcare or service delivery programs.
- Act as a resource to healthcare providers requesting information about educational programming or materials.

### 2. PUBLIC AWARENESS

**10%**

- Assist in the planning, development, delivery and evaluation of education programs to promote awareness of dementia and brain health.

- Promote Alzheimer Society programs and services.
- Participate and represent the Alzheimer Society of Manitoba at public events and networking opportunities.
- Deliver programs efficiently through in-person, online or hybrid formats, using appropriate platforms/media.

**3. EDUCATIONAL RESOURCES 5%**

- Work collaboratively with the program team in the development of new and update of existing factsheets and resources.
- Serve as a resource to Regional Coordinators regarding educational programs and resources.

**4. OTHER 5%**

- Maintain statistical records of all educational programs.
- Assist with the Touch Quilt program.
- Update and maintain online methods of program delivery including software and equipment.
- Work with other departments to implement education.
- Participate as a member of the Alzheimer Society Program team.
- Participate in provincial program planning.
- Work collaboratively with all other Alzheimer Society of Manitoba team members.

---

**SECTION 4 POSITION REQUIREMENTS**

---

**FORMAL EDUCATION**

- A degree or certificate in the field of health, social services, health care discipline or community development.

**WORK EXPERIENCE**

- Minimum of 3 years' experience in delivery, outreach and adult education.
- Experience in dementia care an asset.

**WORKING LEVEL QUALIFICATIONS:**

- Excellent interpersonal, verbal and written communication skills.
- Excellent organizational and time management skills.
- Demonstrated commitment to continuing professional development.
- Demonstrates the skills of needs assessment, program planning, implementation and evaluation of programs and projects.
- Demonstrated teamwork skills.
- Demonstrates knowledge of the needs of older Manitobans and the family members and friends who support them.
- Demonstrated ability to work independently.
- Proficient in the use of online or virtual platforms and software for presentations, webinars and other training.
- Proficient in the use of the Microsoft Office Suite and macOS.
- Able to travel to throughout Manitoba.

**To Apply:**

Please submit a cover letter and resume clearly stating how the requirements are met to:

Nicole McDonald,  
Senior Manager, Dementia Friendly Communities  
[nmcdonald@alzheimer.mb.ca](mailto:nmcdonald@alzheimer.mb.ca) with **Education Coordinator** in the subject line.

Applications will be accepted up to **Wednesday, June 18**.

The Alzheimer Society of Manitoba is looking to enhance the diversity of our team and encourages candidates with a range of backgrounds and experiences to apply. Reasonable accommodations will be made for those living with disabilities.

We thank all those who apply, however, only those selected for further consideration will be contacted.