

ALZHEIMER SOCIETY OF MANITOBA  
POSITION DESCRIPTION

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SECTION 1: IDENTIFYING INFORMATION

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Position Title:  
**Education Coordinator (1.0 FTE Term)**

Supervisor's Title:  
**Education Manager**

Date: April 2026

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SECTION 2: POSITION SUMMARY

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

The Education Coordinator is responsible for providing 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.

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.

This is a full-time, 1-year term position (1.0 FTE) based out of the Alzheimer Society of Manitoba Provincial Office 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.

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SECTION 3: DUTIES AND RESPONSIBILITIES

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1. FAMILY EDUCATION

- Work collaboratively with the Education Manager and the Program team in planning annual education programs (i.e., Living with Dementia: First Steps workshops, Family Education: Next Steps series, Dementia Care Partner Essentials).
- Deliver and evaluate the education programs planned in each calendar year.
- Assist in the development, delivery and evaluation of the annual Care4u family conference.
- Prepare submissions for the monthly e-news and print newsletter (caregiving tips, research articles, Ask an Expert).
- Deliver programs efficiently using in-person, online or hybrid formats using appropriate platforms/media.

## 2. PROFESSIONAL EDUCATION

- Work collaboratively with the Education Manager and Program team in planning education programs for target audiences such as healthcare and community service providers (both regulated and non-regulated) working in long term care, acute care or community settings.
- Liaise with stakeholders, deliver (in-person and/or virtual) and evaluate the education programs planned for each calendar year.
- Plan, 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.
- Deliver programs efficiently through in-person, online or hybrid formats, using appropriate platforms/media.

## 3. PUBLIC AWARENESS

- Plan, develop, deliver and evaluate education programs to promote awareness of dementia, brain health and dementia friendly communities.
- Assist in the development, delivery and evaluation of the annual Research Forum.
- Promote Alzheimer Society programs and services.
- Oversee the involvement of the Alzheimer Society at public events and networking opportunities.
- Deliver programs efficiently through in-person, online or hybrid formats, using appropriate platforms/media.

## 4. EDUCATIONAL RESOURCES

- Work collaboratively with the First Link Senior Manager in the development of new or update of existing factsheets.
- Oversee the maintenance of online and print material inventory, in collaboration with the Education team, First Link Senior Manager and Communications team.

## 5. GENERAL DUTIES

- Maintain statistical records of all educational programs.
- Coordinate the Touch Quilt program.
- Update and maintain online methods of program delivery including software and equipment.
- Work with other departments to implement volunteer education.
- Participate in Provincial Program planning and education opportunities, providing input and information regarding program planning and activities.
- Work collaboratively with all other Alzheimer Society team members.
- Other duties as assigned.

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## SECTION 4: SUPERVISION EXERCISED

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The Education Coordinator exercises leadership and supervision of volunteers that assist in the delivery of education programming.

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## SECTION 5: POSITION REQUIREMENTS

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### FORMAL EDUCATION

A degree or certificate in a social sciences, health care discipline, or community development.

### WORK EXPERIENCE

- Minimum of 3 years' experience in program development, delivery, outreach and adult education.
- Experience with public speaking and delivering presentations an asset.

- Experience in dementia care an asset.

#### WORKING LEVEL QUALIFICATIONS

- French and/or a secondary language an asset.
- Exceptional interpersonal, verbal and written communication skills.
- Excellent organizational and time management skills.
- Demonstrated commitment to continuing professional development.
- Demonstrated understanding of and commitment to abiding by confidentiality policies.
- Demonstrates the skills of needs assessment, program planning, implementation and evaluation of programs and projects.
- Demonstrated knowledge of the needs of older Manitobans and the family members and friends who support them.
- Ability to work independently and as a strong team contributor.
- 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.
- Ability to travel with access to a vehicle, for the purpose of delivering programming throughout Winnipeg and rural Manitoba.

#### **To Apply:**

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

Jennifer Licardo  
Education Manager

[alzeducation@alzheimer.mb.ca](mailto:alzeducation@alzheimer.mb.ca) with "Education Coordinator-Term" in the subject line.

**The competition will remain open until 4:30 pm on Monday May 4<sup>th</sup>, 2026.**

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.

Note: A clear police record check, with vulnerable sector check, is required to be submitted as a condition of employment.

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