

## POSITION DESCRIPTION

**Position Title: Memories in the Making® Coordinator**

**Part-time: 20 hours/week**

**Division: Programs and Education**

**Reports to: Director of Education**

**Status: Non Exempt**

### General Summary:

The Memories in the Making® program (MIM) is designed to enhance the quality of life for people living with Alzheimer's disease. The signature art program of Alzheimer's Orange County, Memories in the Making® provides a meaningful activity for persons with dementia while focusing on creative expression as a form of communication. The Coordinator is responsible for maintaining and further developing the program, including the management and coordination of the MIM sites, community and family based initiatives. Specific responsibilities include program promotion, managing contracts, executing training and continuing education to volunteers, family members and site representatives. Coordinator also curates annual art exhibitions, which includes fundraising and community awareness. The Coordinator works closely with volunteers and committees, and represents MIM at special events.

### Essential Job Functions:

- Coordinate, expand and monitor MIM host sites, community and family based programs.
- Recruit new community host sites, manage contracts, maintain existing partnerships.
- Track and maintain program statistics including outputs & outcomes.
- Develop and execute MIM trainings and education programs.
- Support the MIM Committee and recruit participants.
- Maintain Policies and Procedures.
- Participate in community, agency and team meetings as required.
- Enhance community awareness of AOC, MIM and Alzheimer's disease through art exhibits and events that promote a dementia capable community.
- Responsible for all aspects of the AOC MIM art collection, exhibition, framing and MIM fundraising events.
- Track and maintain documentation for MIM art, including release/consent authorization forms and artist information.
- Other duties as assigned.

### Minimum Requirements:

- Bachelor's degree required; Graduate Degree preferred
- Background in art, art history, activities programming or related fields
- Experience in sales and revenue generation
- Excellent management skills and effective interaction with people at all levels
- Ability to represent Alzheimer's Orange County in a professional manner
- Proficient in the use of a personal computer and Microsoft Office applications
- Ability to travel as needed to perform job duties
- Ability to work evenings and weekends
- Personal or professional experience with dementia patients preferred

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Associate will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may

change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The Associate or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Associate of the Organization shall have any authority to enter into an employment agreement – express or implied – with any Associate providing for employment other than at will.

As a workforce member, I agree to adhere to policies and procedures pertaining to the proper handling of protected health information (PHI) when applicable.

The undersigned have reviewed the contents of this job description and believe it is to be accurate.

_____ Associate	_____ Date
_____ Supervisor	_____ Date