

**POSITION DESCRIPTION**

**Position Title: Education Department Intern**  
**Division: Programs & Education**  
**Reports to: Director of Education**

**Status: Internship (Unpaid)**

**Duration: 6 months to a year**

**General Summary**

Alzheimer's Orange County (AOC) provides supportive services, programs, and education for individuals, families, and professionals across Orange County regarding brain health and the signs and symptoms of Alzheimer's disease and related dementias, and brain health. Student interns will participate in the AOC Community education program by engaging in the following activities:

- Receive education and basic training in Alzheimer's disease and related memory disorders, gain knowledge of AOC programs and services, and community resources.
- Participate in programs for family caregivers of a loved one with dementia.
- Receive training in community presentations and event planning.
- Participate in community outreach activities and learn health promotion strategies
- Receive weekly supervision by master's level staff

**Internship Description**

As an education department intern you will be directly assisting the Director of Education and Education Department Team in the planning, marketing, coordination and implementation of education workshops. The position includes administrative work, preparing materials, marketing of upcoming events, assisting with presentations and our outreach activities for health care professionals and families and individuals with dementia. Interns will also have the opportunity to work on a project of their choice; specifics can be discussed with internship supervisor. Examples of individual projects are listed on the second page.

**Minimum Requirements**

- Undergraduate and Graduate students at any level
- Excellent written, verbal and communication skills
- Ability to prioritize multiple tasks and ensure timely completion
- Preferred majors: Health Sciences, Public Health, Social Work, Gerontology, Communications
- Experience with Public Speaking is a plus
- Knowledge of social media platforms including Facebook, Twitter and Instagram
- Ability to work independently with minimal direction
- Proficiency with Microsoft Office Suite and willingness to learn new applications
- Ability to travel as needed to perform job duties
- Dependable means of transportation and all appropriate licenses and insurance
- Ability to lift a minimum of 25 lbs

**Hours**

15 hours a week, during normal working hours - 9 am to 5 pm, with at least 2 Saturdays (half days)

## Education Department Internship - Individual Project Examples:

- **Dementia Friendly Community Outreach:**

Increasingly, businesses and government agencies serve a growing older adult population, including those currently experiencing some form of dementia. Many customer service representatives have little or no experience in recognizing or communicating with a person who has dementia. Our goal is to develop an outreach strategy to help the business and government communities understand the importance of educating staff members who have direct contact with the public. Interns will help research how industries are organized and participate in strategy development to determine how best to reach different business and government sectors.

- **Case Studies:**

To effect changes in public policy related to dementia, our education programs need to shed light on current safety issues linked to dementia such as driving and living alone. The interns will research case studies specific to southern California. Case studies will be discussed in a panel format with representatives from various community agencies.

- **Research Conference:**

This year's Alzheimer's disease Research Conference will address controversial topics in dementia, including end-of-life care, elder abuse, psychiatric symptoms, driving risk, sex and intimacy, and physician aid in dying. Interns will develop plans to promote our conference beyond the senior-care industry, including nursing and medical students. Work on this project will entail development and evaluation of promotion efforts. You will learn about marketing and promotion of scientific conferences, how to target new groups, and evaluate the effectiveness of outreach efforts.

- **Program Evaluation:**

Interns will develop plans to evaluate the effectiveness of marketing and execution of educational programs and conduct post-education follow-up with participants in the family and/or professional education programs. Follow-up methods will include quantitative and qualitative data collection, data analysis, and presentation of recommendations for future programs.

- **High School Outreach:**

Our current outreach to high schools has been limited to science departments where we provide education on the topic of dementia and Alzheimer's disease. Increasingly, many of the families that reach out to AOC for support have teens in need of support and education. Therefore, we plan to expand our role in high schools to educate and support the students, provide school counselors with information about our services, and give them tools to help students struggling to take care of parents and/or grandparents with dementia. Our goal is to identify the unique needs of high school students who have family members with dementia, and quantify the extent and frequency of these young people acting as caregivers for family members.