

Employment Opportunity

Position Title: Director of Education
Division: Memory Support Services
Reports to: VP, Memory Support Services
Status: Exempt

General Summary:

The **Director of Education** is responsible for the development and delivery of quality educational programs for individuals, families, and professionals interested in and/or impacted by memory loss, Alzheimer's disease, and related dementias.

Overview: Founded in 1982, Alzheimer's Orange County is an independent, community based 501 c 3 non-profit organization serving vulnerable older adults in Orange County who are experiencing cognitive decline and their family care-partners. We are looking for mission driven, compassionate, and skillful employees who seek to make a difference in the lives of those with cognitive loss. We highly value life-work balance and offer an extensive benefits program which includes health, dental, vision, life, disability and long-term care insurance, flexible spending accounts and a 403(B) plan for eligible employees. We offer a hybrid flexible work arrangement where staff are eligible for a combination of in-office and remote work.

Essential Job Functions:

- Develop, promote, deliver, maintain, monitor and evaluate MSS's educational curriculum and initiatives including but not limited to community, care partner, and professional classes
- Oversee the development and implementation of tools to measure, record and report outcomes and outputs
- Supervise the delivery and accounting of continuing education credits
- Ensure corporate and grant deliverables are met
- Develop a schedule of classes and assign education team to deliver presentations
- Maintain and update department policies and procedures pertaining to scope of responsibilities
- Coordinate AlzOC's participation in the development and production of the annual Alzheimer's Disease Research Conference in collaboration with community partners
- Provide support, training, and ongoing supervision of MSS staff, private contractors, volunteers and student interns as they pertain to public health education
- Supervise the Memories in the Making Program
- Oversee the promotion of all educational offerings
- Participate in leadership meetings
- Other duties as assigned

Minimum Requirements:

- Master's Degree in Public Health, Gerontology, a related field; advance degree may be substituted by extensive relevant experience
- Two years of health education work experience
- Knowledge of Alzheimer's disease, related dementias and impact on individuals diagnosed, family caregivers and professionals who serve them
- 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 occasional evenings and weekend

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee 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 employee 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 employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

To apply: all applicants **MUST** submit a cover letter and resume to be considered for this position. Please send all documents to alzoc.hr@gmail.com.