

EMPLOYMENT OPPORTUNITY

Position Title: Project Manager
Division: Memory Support Services
Reports to: VP, Memory Support Services
Status: Full-time, Exempt

General Summary:

The **Memory Support Services Project Manager** is part of a team that provides education, information, assistance, and support to individuals, families impacted by Alzheimer's disease and other forms of dementia and those that serve them. Specific duties involve overseeing and managing direct service projects and programs. Responsibilities include, planning and implementing evidence-based grant funded programs, overseeing staff, preparing budgets, monitoring expenditures, tracking results, and analyzing financial data, outputs and outcomes, and writing narrative reports.

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:

- Demonstrates sensitivity and empathy regarding Alzheimer's issues
- Maintains appropriate professional ethical standards of practice for client communication, documentation, and confidentiality, following policy and procedures
- Overseeing the implementation of evidence-based programs and projects,
- Manages grants to ensure that deliverables are met
- Monitors outcomes and outputs
- Collects, tracks and reports data
- Evaluates quality and efficiency of projects and programs as assigned
- Participates in the development, adherence and achievement of goals and objectives consistent with the strategic plan and local priorities in collaboration with other staff and community organizations
- Participates in regular meetings with department directors to support a coordinated effort
- Collaborates with other providers in the aging network

- Represents AlzOC at community meetings and events
- Works collaboratively with AlzOC Outreach, Public Policy and Community Engagement departments.

Minimum Requirements:

- Bachelor's degree in human services or business (degree can be substituted by relevant experience); master's degree in social work, counseling, public health, gerontology, or other field of human services preferred.
- Familiarity with Alzheimer's disease and related disorders
- Previous experience in preparing budgets, planning, and implementing grant funded programs, overseeing staff, monitoring expenditures, tracking results, and analyzing financial data, outputs and outcomes, and writing narrative reports
- Excellent leadership, initiative, integrity, customer service and motivational skills
- Effective time management and organizational skills required
- Ability to be well-organized
- Ability to represent Alzheimer's Orange County in a professional manner
- Proficient in the use of a personal computer, Microsoft Office, project management, and constituent management applications
- Ability to travel as needed to perform job duties
- Ability to work occasional evenings and weekends

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.