

EMPLOYMENT OPPORTUNITY

Position Title: Continuing Education Coordinator
Division: Memory Support Services
Reports to: Director of Education
Status: Part-time; 24 hours/week Non-Exempt; Hybrid
Pay Range: \$22 to \$25/hour depending on qualifications

Organization 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 skilled employees who seek to make a difference in the lives of those with cognitive loss. We highly value life-work balance and provide a hybrid flexible work arrangement where staff are eligible for a combination of in-office and remote work.

Position Summary: The Continuing Education Coordinator is responsible for administration of continuing education (CE) credit of educational programs for licensed healthcare professionals. This includes developing, coordinating, and promoting a monthly webinar, and providing support for trainings and conferences that offer CE credit. This position requires the ability to compile, maintain and track data and ensure compliance with state CE licensing agency requirements. Candidate must have strong skills in written and interpersonal communication, attention to detail and meeting deadlines.

Essential Job Functions:

- Administration and production of professional level educational events and content oversight according to professional continuing education guidelines for licensed or certified professionals
- Oversee the development of courses and curriculum, marketing materials and curriculum evaluation and event production
- Coordinate and schedule presentations
- Assist event presenters and attendees as needed
- Analyze participant data to determine which attendees qualify for CE credit and distribute certificates accordingly
- Compile statistics and create spreadsheet reports after each event
- Assist in researching and developing professional CE education curriculum including potential presenters and course topics appropriate for professionals in the field of aging and dementia care
- Assist in the development of course outlines, PowerPoints, handouts, evaluation forms, certificates of completion, etc., as needed.
- Maintain good relationships with CE vendor analysts at licensing agencies
- Renew vendor licenses: submit renewal applications and supporting documents as required

- Submit courses for CE approval: Prepare applications, course outlines, instructor credentials, evaluation forms, etc.
- Provide support to the Director of Education, and department staff as needed
- Provide reports as required
- Create and manage a “Walk4Alz” team.
- Other duties as assigned.

Minimum Requirements:

- Minimum of a Bachelor’s degree in health promotion, gerontology, social work, or other human services field
- Knowledge of senior health, aging and dementia-related issues
- Knowledge of curriculum development and course evaluation
- Strong attention to detail, able to follow directions carefully and meet deadlines
- Able to work independently to accomplish goals
- Excellent computer skills, including MS Office applications, Google Docs and Zoom Webinar
- Strong grammatical and clerical skills, experience with office procedures
- Excellent organization and planning skills
- Strong communication and interpersonal skills, experience working with professionals and the public in a professional manner
- 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: applicants MUST submit a cover letter and resume to be considered for this position. Please send all documents to alzoc.hr@gmail.com.