

Position Title: Outreach Specialist & Administrative Assistant
Division: Outreach & Advocacy
Reports to: VP of Outreach & Advocacy
Status: Full Time Non Exempt

General Summary:

The Outreach Specialist & Administrative Assistant will assist in the healthcare outreach activities of the department, including tracking of all physician outreach activities, preparation of and maintenance of collateral materials, and outreach and education to the healthcare community and general public and will provide administrative support to the VP of Outreach & Advocacy.

Essential Job Functions:

- Tracking and reporting physician outreach activities
- Organize all aspects of distribution of healthcare outreach collateral materials
- Support and advance the achievement of the goals of the Strategic Plan, with an emphasis on raising awareness and promotion of the Helpline, advancing research, enhancing care and support, public policy promotion, and all agency events.
- Provide administrative support and database management to the Outreach & Advocacy department and its VP.
- Responsible for the scheduling, routing, and direct outreach to constituencies as identified by management including but not limited to pharmacies and senior centers.
- Collection and provision of collateral materials to community organizations and businesses as identified
- Track all outreach efforts to include names, addresses, and contact information for all targeted businesses.
- Train and assign volunteers to attend events and for administrative support as needed.
- Maintain ongoing communication with targeted constituencies through mail, in person, or via phone/electronic at least four times per year.
- Staff health fairs as assigned.
- Other duties as assigned.

Minimum Requirements:

- BA in a health-related area or equivalent preferred
- Experience in working with the public, corporations and older adults and families
- Presentation skills
- One year field experience preferred
- Knowledge of Alzheimer's disease and resources available to patients and



families preferred

- Excellent computer skills and effective interaction with people at all levels
- Ability to represent Alzheimer's Orange County in a professional manner
- Ability to travel as needed to perform job duties
- Ability to work evenings and weekends
- Working vehicle and all appropriate licenses and insurance

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.